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ABSTRACT

Armstrong State College is a unit of the University System of Georgia. The college's 1975 faculty handbook includes discussion of administrative personnel, departments, committees, faculty, faculty organizations, academic freedom, promotion, teaching load, faculty evaluation criteria and procedures, teacher responsibilities, and ancillary services. (KE)

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HE 007 287

Faculty Handbook

ARMSTRONG STATE COLLEGE

FACULTY STATUTES

These statutes are subject to the policies and by-laws of the Board of Regents of the University System of Georgia. Any provisions in these statutes which may be in conflict with Regents policies shall be null and void and of no effect whatsoever.

September, 1975

STATUTES

ARTICLE I. THE COLLEGE

Section 1. Armstrong State College is a unit of the University System of Georgia, organized as a four-year institution and authorized to offer associate, baccalaureate, and graduate degrees in areas of study specified by the Board of Regents of the University System.

Section 2. Armstrong State College is a multi-purpose institution offering degree programs in the liberal arts, sciences, and a number of specialized fields. As a service to the community, it also provides a continuing education program for those who have non-degree objectives. The College strives to maintain the flexibility and adaptability which activated growth and change of status in less than thirty-five years from a small city-supported junior college to a senior college in the University System of Georgia. Therefore, the College defines its present purpose in the following terms:

-- to provide modern facilities and a professional staff in an environment that promotes the free exchange of ideas;

-- to bring each student to a better realization of his own intellectual, emotional, and spiritual potential by providing academic programs in the humanities, natural sciences, and social sciences;

-- to develop the student's technical and analytical skills through programs leading to professional degrees in a number of areas, including Allied Health, Business Administration, Criminal Justice, and Teacher Education;

-- to offer opportunities for continuing education through symposia, conferences, institutes, and courses unrelated to degree programs;

-- to make available the full resources of the College through involvement in research projects, public service activities, and other programs sponsored by the community.

(Endorsed by the Faculty on April 5, 1971, and approved by the Board of Regents on May 14, 1971.)

ARTICLE II. THE PRESIDENT

Section 1. The President is appointed by the Board of Regents of the University System of Georgia. All policies, rules, and regulations pertaining to this office are as determined by this board.

Section 2. The powers, duties and responsibilities of the President shall be as follows:

(a) He shall be the chief executive officer of the college and shall be responsible for exercising such supervision and authority as necessary for the efficient operation of the college and its divisions.

(b) He shall operate the college according to the policies and regulations issued by the Board of Regents.

(c) He shall be the sole official medium for the communication to the Chancellor of all official matters pertaining to the college, its faculty, its students, and its administration.

(d) He shall be responsible for recommending to the Board of Regents, through the Chancellor, all appointments, or reappointments, of the administrative staff, the faculty, and other instructional or non-instructional employees. He shall include in these appointments such items as salaries, professional rank, promotion, etc. He shall also be responsible for recommending removal, discipline, etc., of any employee.

(e) He shall prepare, with the help of the staff and department heads, an annual report for the Board of Regents, covering the operation, needs, and projections of the college.

(f) He shall recommend to the Board of Regents, through the Chancellor, the curricula and new programs needed at the college.

(g) He shall, with the help of appropriate officials, prepare the annual budget of the college and submit it to the Board of Regents.

(h) He shall confer degrees upon and issue diplomas to those students who have successfully completed the required programs and who are recommended to him by the college faculty.

(i) He shall have the power to appoint special or standing committees to advise him on any problem at the college.

(j) He shall decide all questions of interpretation of Statutes, By-Laws, and Regulations.

(k) He shall have veto power over all decisions of the college faculty, any college committee, or any student organization.

(l) He shall exercise his authority and responsibilities according to the Policies of the Board of Regents of the University System of Georgia (Section F-1).

ARTICLE II-a. THE COMPTROLLER

The Comptroller shall be directly responsible to the President. His duties shall be as follows:

(a) Subject to the jurisdiction of the President, he shall have charge of the business affairs of the college and shall have custody and control of all of its funds and securities. He shall be sixth in administrative authority.

(b) He shall have charge of the physical property of the college.

(c) He shall be responsible for all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures.

(d) He shall maintain adequate records of all deeds, contracts, leases, and other legal instruments or documents affecting the institution or the titles of the property under its jurisdiction.

(e) He shall keep proper books of account setting forth the financial condition and transactions of the college; he shall exercise general supervision over all accounts or officers of the college which have to do with the receipt and disbursement of funds; he shall obtain full and true reports of all such receipts and disbursements from the officers aforesaid, who shall keep their accounts in such manner and render to him such statements as he may from time to time require.

(f) He shall examine all accounts, claims and demands against the college, and no money shall be drawn from its treasury to pay such accounts, claims or demands unless they are found by him to be correct and unless there shall be money in the treasury legally available for the payment thereof.

(g) The Comptroller shall receive any and all funds paid to the college from any source and shall receipt therefor in the name of the college. He is authorized to sign checks against all funds deposited in the name of the college.

(h) He is responsible for employing, upon recommendation of the administrative officials and department heads concerned and subject to the jurisdiction of the President, all clerical, secretarial and stenographic help. He shall also be responsible for the employment of skilled and unskilled labor, janitors, and any other employees necessary to the welfare of the college.

(i) He shall be responsible for the maintenance of buildings and grounds.

(j) He shall be responsible for the operation of the auxiliary enterprises of the college and shall make to the President periodic reports concerning such operations.

(k) He shall be responsible for submitting to the President an annual report concerning the activities of his office.

ARTICLE II-b. DIRECTOR OF DEVELOPMENT AND ASSISTANT TO THE PRESIDENT

The Director of Development and Assistant to the President shall report directly to the President. His duties shall be as follows:

(a) He shall, under the direction of the President, be responsible for all development and fund-raising activities at the college, including the preparation of applications for federal grants.

(b) He shall be the administrative official responsible for the supervision of the Office of Alumni Affairs, Office of Computer Services, and the secretarial work pool.

(c) He shall assist the President, other administrative officials, and department heads in planning new physical facilities at the college.

(d) He shall perform such institutional research as may be assigned to him by the President and shall work with appropriate individuals at the institution or within the larger community in the performance of that research.

(e) He shall assume additional duties assigned by the President with the purpose of insuring continued efficiency of the functioning of the college.

ARTICLE III. DEAN OF THE COLLEGE

The Dean of the College shall report directly to the President. His duties shall be as follows:

(a) He shall be second to the President in administrative authority and shall be the chief academic officer, responsible for the overall supervision of the teaching faculty and of the instructional programs of the college.

(b) He shall be responsible, through the department heads of the institution, for seeing that all faculty members carry proper teaching loads and maintain a satisfactory quality of work and, to this end, may request systematic reports on the work of faculty members.

(c) He shall study ways and means by which the quality of instruction in the college may be improved and shall make recommendations to the President, other academic officials, and to the Faculty, looking toward the accomplishment of this purpose. Matters of faculty scholarship, rank, tenure, and salaries shall be made objects of special study. In making such studies, he shall not be limited by official channels of communication.

(d) He shall see that office, classroom, and laboratory space and equipment are efficiently utilized.

(e) He shall keep and have available detailed records for each faculty member showing his training, experience, and record of service to the college. Such records shall be maintained on a current basis.

(f) He shall prepare and maintain a list of faculty publications, special recognitions, appointments to important commissions, honorary degrees, and other special distinctions received by faculty members.

(g) He shall be the final authority on the scheduling of classes and on whether classes shall be added or deleted and shall be the administrative official responsible for the supervision of the Office of the Registrar and all activities relating thereto.

(h) He shall process, after consultation with department heads, all recommendations for the employment, dismissal, etc., of all teaching faculty and librarians.

(i) He shall be responsible for submitting to the President an annual report concerning the activities of his office.

ARTICLE IV. ASSOCIATE DEAN

The Associate Dean shall be responsible to the President and shall work with the Dean of the College in the direction of the program of instruction. His duties shall be as follows:

(a) He shall be third to the President in administrative authority and, in the absence of the Dean of the College, shall act for him on all academic matters.

(b) He shall have general responsibility, shared with the Associate Dean at Savannah State College, for the operation of the joint Graduate Program. His specific duties are delineated in the Graduate Program supplement to these *Statutes*.

(c) He shall be responsible for the supervision of the Office of Admissions and all activities relating thereto.

(d) He shall supervise curriculum development at the college, under the direction of the Dean of the College, including revisions of and additions to the curriculum.

(e) He shall assist the Dean of the College in the recruitment process for teaching faculty, library personnel, and department heads; in the evaluation of instruction; in the preparation of the instructional budget; and in the preparation of the annual report for the academic division.

(f) He shall explore with department heads and with faculty ways and means by which the quality of instruction at the college may be improved and shall make recommendations through the Dean of the College to the appropriate administrative official or academic body for that purpose.

(g) He shall assume such other duties as may be assigned by the President and/or the Dean of the College which will contribute to the better functioning of the instructional programs.

ARTICLE V. DEAN FOR COLLEGE AND COMMUNITY SERVICES

The Dean for College and Community Services shall report directly to the President. His duties shall be as follows:

(a) He shall be responsible for the supervision of all continuing education activities at the college, including short courses, symposia, conferences, etc., and shall be fourth in administrative authority.

(b) He shall be responsible, under direction of the Dean of the College, for the supervision of all off-campus work offered for academic credit.

(c) He shall supervise the activities of the Office of Public Information.

(d) He shall study ways and means by which the college may improve its services to the community and shall make recommendations to the President, to other academic officials, and to the Faculty for such improvement.

(e) He shall maintain a Master Calendar of activities at the college which require the assignment of physical spaces.

(f) He shall be responsible for submitting to the President an annual report concerning the activities of his office.

ARTICLE VI. THE DEAN OF STUDENT AFFAIRS

The Dean of Student Affairs shall be directly responsible to the President. The duties of the Dean of Student Affairs shall be as follows:

(a) He shall have supervision over orientation, counselling, placement, and student health services at the college, and shall be fifth in administrative authority.

(b) He shall coordinate all of the student affairs and the college's relations with students other than the academic.

(c) He shall be responsible for the student government activities, for the financial aid program, for the student social affairs, for the student work program, both on and off campus, and for the overall supervision of any religious programs.

(d) He shall supervise the institutional testing programs.

(e) He shall be responsible for the discipline of the students and for initial disciplinary action concerning students, including suspension and expulsion for misconduct.

(f) He shall prepare or revise annually for approval through channels a Code of Student Conduct and an Honor Code governing the conduct and discipline of students. He shall be responsible for general supervision of the Student Conduct and Honor Courts.

(g) He shall have responsibility for supervision of all student organizations and publications, either directly, or through approved faculty members or committees.

(h) He shall process all requests for financial aid, etc., either directly or through a committee.

(i) He shall be responsible for traffic control and shall supervise the processing of traffic violations.

(j) He shall be responsible for any supervision of off-campus housing under the jurisdiction of the college.

(k) He shall make recommendations in any area under his supervision which might lead to an improvement in the area either to the appropriate committee or to the President.

(l) He shall have the responsibility of recommending to the President the appointment of any officer under his supervision and of giving to the President annually an evaluation of such officers.

(m) He shall be responsible for submitting to the President an annual report concerning the activities of his office.

ARTICLE VII. DEPARTMENTS

Section 1. The college shall be organized into academic departments, such departments including those subject areas which are closely related. The library shall be considered as a department. The departments shall be concer with the curriculum, the instructional program, research and service programs in its area. The Department Head shall be responsible to the Dean of the College, working with him and with the Associate Dean, in these areas.

Section 2. The Department Head shall be appointed by the President, after consultation with the Chancellor, and subject to the approval of the Board of Regents. The President will consult with the Dean of the College concerning the appointment.

Section 3. The Department Head shall have the following duties:

(a) He shall have the responsibility for supervising the teachers in his department and correlating their activities.

(b) He shall have the responsibility for correlating and, where necessary, integrating the instructional programs, the course offerings, the research programs, and the service programs in his department.

(c) He shall be responsible for recruiting and recommending to the Dean of the College qualified personnel for employment. He will also be responsible for orienting, supervising, and evaluating the teaching personnel in his department. His recommendations and evaluations will be made to the Dean of the College annually.

(d) He shall hold departmental meetings on a scheduled basis.

(e) He shall make recommendations to improve his department to the Dean of the College.

(f) He shall recommend to the Dean of the College, through the Associate Dean, the total curriculum in each area of his department, the courses to be included in each curriculum, the courses to be taught each quarter, and the faculty member to be assigned to each course.

(g) He shall be responsible for submitting to the President, through the Dean of the College, an annual report concerning the activities of his department.

ARTICLE VIII.

All administrative officers and Department Heads of the college will be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

ARTICLE IX. ADMINISTRATIVE COUNCIL

The college shall have an Administrative Council which shall consist of the President, who shall serve as chairman, the Deans, the Comptroller, the Registrar, and all Department Heads. This council shall serve in an advisory capacity to the President in the general administrative and financial affairs of the college.

ARTICLE X. COMMITTEES

Section 1. There shall be several standing committees of the college as follows:

(a) Executive Committee of the Faculty.
(b) Admissions Committee.
(c) Committee on Academic Standing.
(d) Curriculum Committee.
(e) Library Committee.
(f) Committee on Financial Aid.
(g) Athletic Committee.
(h) Student Activities Committee.
(i) Faculty Grievance Committee.
(j) Faculty Appeals Committee.
(k) Student Conduct Committee.
(l) Committee on Teacher Education.
(m) Lecture and Concert Committee.
(n) Research Committee.
(o) Faculty Welfare Committee.
(p) Evaluation Committee.

Section 2. The method of selection, composition, and duties of the committees shall be in accordance with the By-Laws of the Faculty of the college.

ARTICLE XI. FACULTY MEMBERS AND ADMINISTRATIVE STAFF

Section 1. The Faculty shall consist of the President, the Dean of the College, the Associate Dean, the Dean of Student Affairs, the Dean for College and Community Services, the Comptroller, the Registrar, the Librarians, and the Corps of Instruction consisting of full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Regents of the University System. Additional administrative personnel may be designated by the President as possessing faculty status with voting privileges. The Dean of the College shall announce the names of those so designated at a meeting of the Faculty.

Section 2. All initial appointments, reappointments, and promotions of faculty and administrative staff shall be made by the President with the approval of the Board of Regents. Usually, recommendations to positions on the teaching faculty shall originate with the Department Heads and shall be presented to the President through the Dean of the College for his consideration.

Section 3. Faculty appointments shall be made on the basis of the needs of the institution and the qualifications of the individual. The following qualifications shall apply to all initial appointments:

(a) The full professor and the associate professor shall possess the earned doctor's degree or the equivalent thereof.

(b) The assistant professor or instructor shall have at least the master's degree, except in cases of special learning and ability.

(c) Each faculty member shall show evidence of ability as a teacher, scholarly competence and activity, successful experience, and desirable personal qualities.

Section 4. The policy concerning the hiring of close relatives shall be as follows:

The basic criteria for the appointment and promotion of faculty are appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage or a disadvantage provided the individual meets and fulfills the appropriate University System appointment and promotion standards as set forth in these policies.

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Section 5. Tenure is a means to an end, specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

The following ranks in the academic staff shall be recognized: Professor, Associate Professor, Assistant Professor, and Instructor. Instructors and persons employed on a part-time basis may be assigned temporary academic rank, but are not entitled to tenure.

A. 1. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency.

2. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. Faculty members with adjunct appointments and aliens shall not acquire tenure.

The term "full-time" denotes service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.

3. Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher. The five-year period must be continuous except that a maximum of two years interruption because of a leave-of-absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of Instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of Assistant Professor or higher.

4. The maximum time that may be served at the rank of Assistant

Professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract of an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.

Aliens are excepted from these maximum time regulations, but an alien who would otherwise have become eligible for tenure had he/she been a citizen may be awarded tenure upon attainment of citizenship.

5. The maximum period of time that may be served at the rank of full-time Instructor shall be seven years.

6. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

7. Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the President of his institution, with a copy of the notification forwarded to the Chancellor.

8. An annual report shall be made to the President by each unit of the institution on the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Individuals who have been retained in a full-time faculty status at the institution for a period in excess of seven years without the award of tenure shall be identified by name and justification for

such retention given. These reports shall be available for public inspection.

B. 1. The terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

2. Promotions shall be made in accordance with the criteria established by the Board of Regents.

Section 6. The following regulations shall apply to matters of faculty retention.

A. 1. All tenured faculty members employed under written contract for the fiscal or academic year of three quarters shall give written notice of their intention to resign to the President of Armstrong State College or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period.

2. (a) Each year, immediately preceding the expiration of a contract period, the President of Armstrong State College, or his authorized representative, shall, in writing, advise all non-tenured faculty members and other non-tenured personnel employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand, or by certified mail, to be delivered to the addressee only, with receipt to show to whom, and when delivered and the address where delivered.

(b) Notice of the intention not to reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule:

> at least three months before the date of termination of an initial one-year contract;
>
> at least six months before the date of termination of a second one-year contract;
>
> at least nine months before the date of termination of a contract after two or more years of service in the institution.

(c) Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his or her contract and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Section 7. The following regulation shall apply to suspension and removal of a faculty member:

A. The President of an institution may at any time remove any faculty member or other employee of the institution for cause, by certified mail, to be delivered to addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed, and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final.

When a faculty member in any unit of the University System is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and Chancellor.

In the event a faculty member is temporarily suspended, the administration shall immediately convene an ad hoc faculty committee or utilize the services of an appropriate existing faculty committee, for the purpose of hearing an appeal by the faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee which shall render its decision within ten (10) days from the conclusion of the hearing. Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article IX of the By-Laws of the Board of Regents.

B. 1. A tenured faculty member, or a non-tenured faculty member before the end of his contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements:

(a) Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was wilfully concealed;

(b) Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;

(c) Sale or distribution of illegal drugs; teaching under the influence of alcohol or illegal drugs; any other use of alcohol or illegal drugs which interferes with faculty member's performance of duty of his responsibilities to the institution or to his profession;

(d) Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewd by a committee of the faculty;

(e) False swearing with respect to official documents filed with the institution;

(f) Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;

(g) Immoral or obscene conduct;

(h) Willful violation of Regents' policies and published rules of the institution.

2. Dismissal of a faculty member with continuous tenure, or a non-tenured faculty member before the end of the specified term, should be preceded by:

(a) Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement;

(b) Informal inquiry by an ad hoc faculty committee appointed by the President which may, failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President;

(c) A statement of charges, framed with reasonable particularity by the President or his designated representative. Whenever the words President or Administration are used in these procedures, they shall be construed to mean also the designated representative of the President.

C. 1. A dismissal, as defined in the section above, should be preceded by a written statement of reasons or charges, and the faculty member concerned will have the right to be heard by the College Appeals Committee.

Failure to request a hearing within a reasonable time shall constitute a waiver of the right to a hearing. The College Appeals Committee shall meet as a body when it is called into session by the Dean of the College at his discretion or upon request of the President or the faculty member who is subject to dismissal. When the Committee is called into session, a member will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest.

Each party shall have a maximum of two challenges without stated cause; provided, however, that all challenges whether with or without cause shall be made in writing and filed with the chairman of the College Appeals Committee at least five days in advance of the date set for the hearing. The chairman shall have the authority to decide whether a member of the committee is disqualified for cause. If a committee member removes himself from a case, or if the chairman determines that a member is disqualified, an alternate member selected by the Executive Committee of the Faculty will serve as a replacement. If the chairman is thus removed, the Committee shall elect a new chairman after Committee replacements have been appointed.

2. In all instances the following hearing procedures shall apply:

(a) Service of notice of the hearing with specific reasons or charges against the faculty member in writing will be made at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at least five days in advance of the date of the hearing. If a faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding or adequate cause, the College Appeals Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

(b) The College Appeals Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private.

(c) During the proceedings the faculty member will be permitted to have an academic or other personal advisor of his own choice. The College Appeals Committee will be permitted to have advisory counsel.

(d) At the request of either party or the chairman of the College Appeals Committee, a representative of a responsible education association shall be permitted to attend as an observer.

(e) A tape recording, brief of evidence, or summary transcript of the proceedings will be kept and made available to the faculty member and the and the administration on request.

(f) An oath or affirmation shall be administered to all witnesses by any person authorized to administer oaths in the State of Georgia.

(g) The Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

(h) The faculty member and the administration shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence.

(i) The faculty member and the administration shall have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee will identify the witness, disclose his statement and, if possible, provide the interrogatories.

(j) In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this college or from other institutions of higher education.

(k) The Committee will not be bound by formal rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chairman or presiding officer.

(l) The findings of fact and the decision of the Committee will be based solely on the hearing record.

(m) Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents. The President and the faculty member will be notified of the decision in writing and upon request will be given a copy of the record of the hearing.

(n) If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he should state his reasons for doing so, in writing, to the hearing committee for response before rendering his final decision. If the Committee concludes that adequate cause for a dismissal has been established, but that an acadmeic penalty less than dismissal would be more appropriate, it may so recommend, with supporting reasons. The President may or may not follow such recommendations.

(o) After complying with the foregoing procedure the President shall send an official letter to the faculty member notifying him of his removal for cause. Such a letter shall be sent by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered,stating the charges which he has found sustained, and notifying such person that he may file an appeal within twenty (20) days after the date of receipt of such notice and charges, with the Executive Secretary of the Board of Regents. The appeal shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon.

(p) Upon dismissal by the President, the faculty member shall be suspended from employment with pay from the date of receipt of the final decision by the President. Should the faculty member be reinstated by action of the Board of Regents, he shall be compensated from the date of suspension.

(q) Any faculty member dismissed on grounds other than those enumerated above has the right to appeal to the Board of Regents in accordance with Article IX of the By-Laws of the Board of Regents.

3. If, for reason of financial exigency, it is necessary to dispose of the services of a teacher on tenure, he shall not be dismissed but may be given a leave-of-absence without pay not to exceed two years.

Section 8. The criteria which shall be used for promotion shall include:

(a) Superior teaching.

(b) Outstanding service to the institution.

(c) Academic achievement.

(d) Professional growth and development.

(e) Length of service to the college.

(f) Service to the community.

(g) Related activities, such as reasearch, etc.

Section 9. Each full-time faculty member is employed for the academic year of three quarters only and, if his services should be needed during the summer quarter, a separate contract will be made with him covering his services for the summer quarter. The teaching load may be in the (1) day program, (2) the evening program, or (3) distributed between the day and evening programs. Compensation will be earned at the rate of one-third of the total salary per academic quarter during the academic year; however, compensation for the academic year of three quarters will be payable at the rate of one-twelfth of the contract sum at the end of each month from September through May and three-twelfths at the end of the contract period. Any services rendered for only a portion of an academic quarter will be compensated for on a pro-rata basis of the contracted quarterly rate.

Section 10. The policy on leaves of absence shall be as outlined in Board of Regents Policies page 127, Section I-20.

Section 11. Each member of the faculty and administrative staff shall perform such services in instruction, in counseling, in committee work, and in other such duties as may be assigned by the college. If such duties are more than normally assigned, the teaching load of the faculty member may be adjusted accordingly.

Section 12. Administrative officers shall generally be employed on a fiscal year basis. Department Heads and certain faculty members may also be employed on a fiscal year basis. Compensation shall be adjusted accordingly.

Section 13. Effective July 1, 1972, vacation policies for persons employed twelve months shall be as follows:

(a) Each person shall be entitled to vacation at the rate of one and one-fourth working days per month for each of the first five years of employment, one and one-half working days per month for each of the next five years of employment, and one and three-fourths working days per month for each year after the completion of ten years of continuous service. Additionally, there shall be ten official paid holidays each year at the college.

(b) Earned vacation may be accrued up to a maximum of forty-five (45) working days and employees shall be compensated for all allowable accrued vacation time upon termination of service from the University System of Georgia for any reason.

(c) Vacations must be taken at the convenience of the college and are subject to the approval of the Dean of the College and/or the President.

Section 14. The policy on illness shall be as follows: when any employee of the University System who has been in its employ for less than one year is incapacitated by illness, his salary shall be continued as a matter of course for the duration of his illness for a cumulative period not to exceed two weeks.

When any employee of the University System who has been in its continuous employ for one year or longer is incapacitated by illness, his salary shall be continued as a matter of course for the duration of his illness in accordance with the following provisions:

(a) At least one year but less than four years a sum equivalent to one month's salary from the date of illness.

(b) At least four years but less than eight years a sum equivalent to three months' salary from the date of illness.

(c) At least eight years but less than twelve years a sum equivalent to three months' salary and an additional three months at one-half salary from date of illness.

(d) At least twelve years but less than fifteen years a sum equivalent to three months' full salary and an additional six months at one-half salary from date of illness.

(e) At least fifteen years or more a sum equivalent to three months' full salary and an additional six months at one-half salary, from date of illness, unless he is eligible for disability retirement.

In the case of academic-year employees, a period of three months shall be interpreted to be the equivalent of one academic quarter.

These provisions will not apply during the period of time employees may be on leave of absence for reasons other than illness, or periods of time during which they would not be required to perform services under the terms of their employment.

In determining the length of service of an employee in the University System, any time spent on leave or leaves of absence shall be excluded. A leave of absence shall not, however, have the effect of breaking continuity of his service.

Any payment made under the provisions of this regulation for a continuing period of two weeks or more shall be made only on the presentation of a statement of a physician certifying the illness of the employee. All certifications must be renewed at any time upon the request of the Chancellor or of the President of the institution involved and at least every three months.

Any payment made under the provisions of this regulation for illness or injury covered by the Workmen's Compensation Act shall be reduced by the amount of any payment received under the provisions of the Act.

Section 15. The following is college policy concerning academic freedom. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the students to freedom in learning. It carries with it duties correlative with rights.

(a) The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties. No faculty member may take on additional employment, including research for pecuniary return, without the approval of the Department Head, of the Dean of the College, and of the President of the College. Such additional employment must not interfere with his duties at the college.

(b) The teacher is entitled to freedom in the classroom discussing his subject, but he should exercise this freedom in a responsible manner. The policy on religious freedom is determined by the Board of Regents.

(c) The faculty member may exercise his rights as a citizen when he speaks or writes as a citizen and should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a member of a learned profession and an officer of an educational institution, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman. Whenever grievances arise between or among faculty members, the aggrieved faculty member or members may present his (or their) grievances to the Faculty Grievance Committee. The findings and recommendations of this committee will then be given to the Dean of the College.

(d) Any faculty member who believes that his rights involving his relationship with the college have been invaded or ignored by an administrative officer or employee of the college, and who is unable to obtain redress which is satisfactory to him within his own department, shall have the right to appeal to the Dean of the College and the Faculty Grievance Committee and, if satisfaction is not obtained, to the President, who may refer the case to the College Appeals Committee before making his final decision. If the President's decision does not settle the matter to his satisfaction, he may present an appeal in writing to the Executive Secretary of the Board of Regents; the appeal will be accompanied by the President's own statement. Appropriate action will be taken by the Board of Regents. This paragraph shall not apply to non-renewals of contracts of non-tenured faculty nor to the dismissal of faculty, tenured or non-tenured, for cause.

Section 16. The academic procession shall consist of all faculty members, administrative officers, and persons having a part in the program. The procession shall be arranged as follows:

(a) The instructors in reverse order of seniority.

(b) The assistant professors in reverse order of seniority.

(c) The associate professors in reverse order of seniority.

(d) The full professors in reverse order of seniority.

(e) The department heads in reverse order of seniority.

(f) The college administrative officers, and distinguished guests.

(g) In cases of similar seniority standing, the order will be alphabetical.

All college faculty and administrative officers are expected to attend all formal academic exercises unless excused by the Dean of the College. Members of the Graduate Faculty are expected to attend the graduation ceremonies for the joint graduate program.

Section 17. All faculty members are expected to adhere to the following general policies:

(a) No faculty member will be absent from a class without first informing the Head of the Department.

(b) All absences of faculty members from ordinary service will be reported by the Head of the Department to the Dean of the College.

(c) Each faculty member is expected to post on his office door a copy of the schedule of his office hours and conference periods. A copy of this will be provided the Dean of the College and the telephone operator.

(d) No faculty member shall engage in any occupation, pursuit or endeavor which will interfere with the regular and punctual discharge of his official college duties. The President and/or the Dean of the College must approve requests for outside employment.

(e) Each member of the faculty and administrative staff is expected to become familiar with and conform to all the rules and regulations of the college relating to him and to his duties. Each member will be furnished a copy of such rules and regulations and a copy will be available in the Library.

Section 18. The faculty will meet at least once a month in accordance with the provisions of the By-Laws of the Faculty. The rules of procedure are stated in the By-Laws. A copy of the minutes of each meeting shall be sent within three days after the meeting to the Chancellor.

Section 19. All faculty members shall be required to take and sign loyalty oaths as required by Georgia law.

Section 20. The policies of the Board of Regents (pages 136ff) shall govern retirement, workmen's compensation, and death benefits for faculty members.

ARTICLE XII. STATUTE AMENDMENTS

Motions to amend the Statutes shall be presented in writing to all members at a regular meeting of the Faculty. The proposal shall contain the exact wording of the amendment and an indication of its place in the Statutes. The proposed amendment shall be voted on at the next faculty meeting and must carry by a two-thirds vote of the members present and voting, provided a quorum is present.

ARMSTRONG STATE COLLEGE

SUPPLEMENT TO THE STATUTES

JOINT GRADUATE PROGRAM

September, 1975

SUPPLEMENT: GRADUATE PROGRAM

Armstrong State College and Savannah State College offer joint graduate programs leading to the M. B. A. and the M. Ed. degrees. Administration of the graduate program is the joint responsibility of the two institutions. Associate Deans at each institution are responsible for the direct administrative supervision of the graduate program and for coordinating the graduate work offered by both institutions. On an alternating basis, each of the Associate Deans shall serve for two-year periods as the Coordinating Dean for Graduate Studies. The Associate Deans report to the Presidents of the two colleges through the Deans of the Colleges at each institution. Assisting the Associate Deans in the supervision of the graduate programs is a Graduate Council, whose membership is drawn from both colleges.

ASSOCIATE DEANS:

The Associate Dean at Armstrong State College shall be appointed by the President of Armstrong State College, with the approval of the President of Savannah State College. The Associate Dean at Savannah State College shall be appointed by the President of Savannah State College, with the approval of the President of Armstrong State College. Both appointments shall require approval by the Board of Regents, and the Associate Deans shall serve at the pleasure of their respective Presidents. Their duties shall be as follows:

(a) They shall be responsible for the general supervision and direction of the Joint Graduate Program.

(b) They shall be responsible for the implementation of general administrative policies as established by the Presidents and of educational policies as established by the Graduate Council and approved by the Presidents. They shall present any exceptions to established policies to the Graduate Council for its discussion and recommendations.

(c) They shall study ways and means by which the quality of graduate instruction may be improved and shall make recommendations to appropriate academic officials and to the Graduate Council toward the accomplishment of that goal.

(d) They shall be responsible, after consultation with the Coordinators of departments offering graduate work, for the preparation of the schedule of graduate classes to be offered each quarter.

(e) They shall be responsible for the evaluation of all graduate programs and shall work with the appropriate department heads in the evaluation of faculty teaching in graduate programs. They shall transmit these evaluations through the Deans of the Colleges to the Presidents.

(f) They shall be responsible for keeping official records for all graduate students.

(g) They shall work with the Deans of the Colleges and the Presidents in the preparation of the annual budget for the graduate programs.

In fulfilling their joint responsibilities, each of the Associate Deans will assume certain specific individual duties in the supervision of the graduate program. The primary responsibility for admissions activity, for example, shall be vested in the Associate Dean at Armstrong State College, while the student record-keeping function shall be a primary responsibility vested in the Associate Dean at Savannah State College. Other duties in the supervision of the graduate program may be similarly divided between the Associate Deans.

COORDINATING DEAN FOR GRADUATE STUDIES:

Each of the Associate Deans shall serve for two-year terms, on an alternating basis, as the Coordinating Dean for Graduate Studies. The Coordinating Dean's duties shall be as follows:

(a) He shall be responsible for the certification to the Graduate Council of all candidates for graduate degrees.

(b) He shall chair all meetings of the Graduate Council and shall transmit copies of the minutes of these meetings to the Presidents, the Deans of the Colleges, and to all other individuals concerned with the graduate program.

(c) He shall transmit to the Presidents, through the Deans of the Colleges, an annual report covering the graduate program.

(d) He shall be responsible for the overall coordination of all the activities within the graduate program, working in concert with the Associate

Dean on the second campus, to insure the effective, efficient operation of the program.

DEPARTMENTAL COORDINATORS:

The Heads of Departments and/or Chairmen of Divisions on both campuses in which graduate work is offered shall alternate on a yearly basis as Departmental Coordinators. Each Departmental Coordinator shall be responsible for the overall coordination of all activities relating to the graduate program(s) offered by the combined departments and/or divisions of the two institutions. In coordinating these activities, the Departmental Coordinator shall work in concert with the Department Head or the Division Chairman on the second campus.

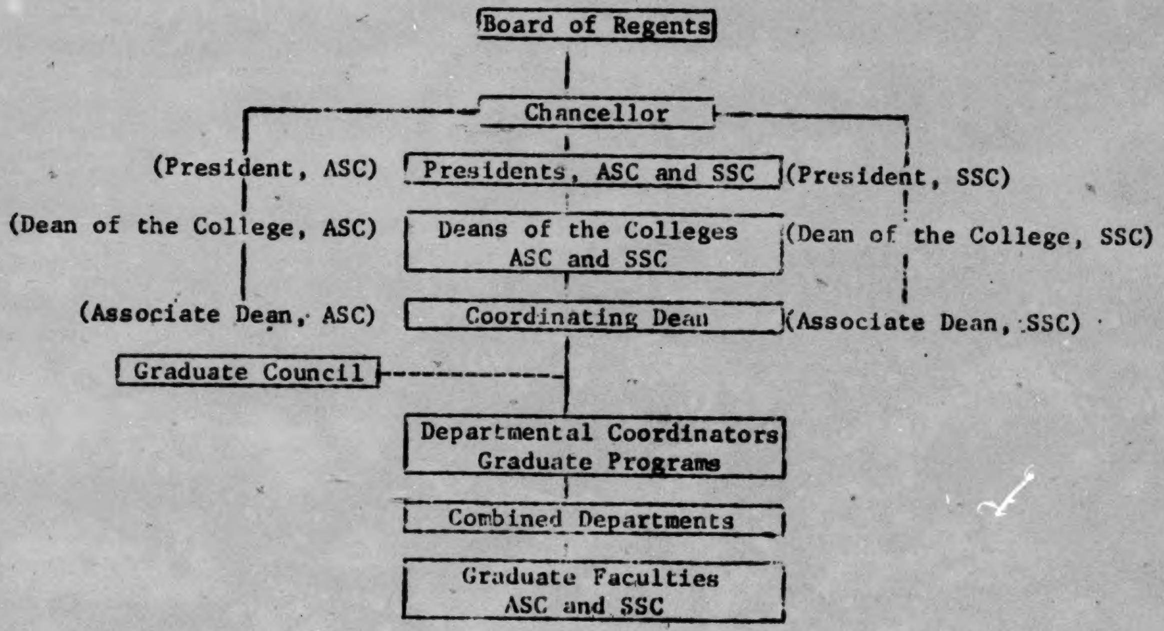
GRADUATE COUNCIL:

The Graduate Council shall have general responsibility for legislative and policy-making functions related to graduate programs. The membership of the Council shall consist of the Associate Deans, with the Coordinating Dean as Chairman; the Chairman of the Division of Education (SSC); the Head of the Department of Education (ASC); the Chairman of the Division of Business Administration (SSC); the Head of the Department of Business Administration (ASC); the Heads of Departments in whose areas graduate work is given; the Head Librarians (ASC and SSC); one graduate faculty member from each of the areas in which graduate work is offered to be elected by the combined departmental faculty in each area. The faculty member chosen in each department shall alternate yearly between Savannah State and Armstrong; the President and Vice-President of the Graduate Student Government Association; and one graduate student elected by the Graduate Student Government Association. The Dean of the College (SSC) and the Dean of the College (ASC) shall hold *ex officio* membership on the Council.

The Graduate Council shall establish policies for the selection of students to be admitted to the various graduate programs, authorize credit for graduate courses, approve new graduate courses and curricula, consider exceptions to established policies, approve candidates for graduate degrees, approve all candidates for graduate faculty status, establish whatever standing committees deemed necessary, and make other appropriate recommendations to the Presidents of Armstrong State College and Savannah State College relating to the administration of the graduate program.

The Graduate Council shall meet regularly on a monthly basis and, upon call of the Chairman, at such other times as may be necessary. Copies of the minutes of each meeting shall be filed in the Offices of the Presidents, the Deans of the Colleges, and shall be distributed for information to the faculties of Armstrong State College and Savannah State College.

ADMINISTRATIVE ORGANIZATION:


Board of Regents
Chancellor
(President, ASC)
Presidents, ASC and SSC
(President, SSC)
(Dean of the College, ASC)
Deans of the Colleges ASC and SSC
(Dean of the College, SSC)
(Associate Dean, ASC)
Coordinating Dean
(Associate Dean, SSC)
Graduate Council
Departmental Coordinators Graduate Programs
Combined Departments
Graduate Faculties ASC and SSC

APPENDIX A. DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution in the University System:

The Board of Regents of the University System reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect or irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years, a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

APPENDIX B. ORGANIZATIONAL CHART

- Board of Regents
  - Chancellor
    - President
      - Dir. of Development and Asst. to the President
        - Development, Govt. Grants
        - Alumni Affairs, Computer Services, Word Processing Center
      - (Dean of the College)
        - Comptroller
          - Associate Comptroller
            - Business Office Sup.
            - Procurement
            - Switchboard
            - Safety Control
            - Campus Services
          - Dir., Bldgs. &Grounds
            - Maintenance
            - Security
          - Dir., Aux. Enterprises
            - Cafeteria
          - Bookstore Manager
          - Systems Analyst
            - Accounting, Budget
            - Personnel Records
            - Retirement, Insurance
            - Phys. Exam. Records
        - Associate Dean
          - Graduate Studies
          - Undergrad. Instruction
          - Assist in:
            - Faculty Recruitment
            - Faculty Evaluation
            - Curriculum Dev.
          - Dir. of Admissions
            - Recruitment
            - Admissions
        - Dean of the College
          - Department Heads
            - Faculty Recruitment
            - Faculty Evaluations
            - Academic Advisement
            - Dept. Curriculum
            - Dept. Supervision
          - Faculty
            - Teaching
            - Research
            - Academic Advisement
            - Standing Committees
          - Head Librarian
            - Library Supervision
            - Acquisitions
            - Cataloging
            - Circulation
          - Registrar
            - Student Records
            - Classroom Scheduling
            - Selective Service
        - Dean, College & Community Ser.
          - Continuing Education
          - Extension Services
          - Neighborhood Education Center
          - Master Calendar
          - Short Courses, Seminars, etc.
          - Director of Public Information
            - College Publications
            - College News Bulletins
            - Public Relations
            - Publicity
        - Dean for Student Affairs
          - Dir., Student Activities
            - Student Activities
            - SGA, Organizations
            - College Center
            - Yearbook
          - Counselors
            - Counseling, Testing
            - Placement, Housing
            - Foreign Students
            - Veterans' Affairs
            - Recruitment
          - Dir., Financial Aids
          - College Nurse
            - Clinic

ARMSTRONG STATE COLLEGE

FACULTY BY-LAWS

These By-Laws are subject to the policies and by-laws of the Board of Regents of the University System of Georgia. Any provision in these By-Laws which might be in conflict with Board of Regents policies shall be null and void and of no effect whatsoever.

September, 1975

BY-LAWS

ARTICLE I. NAME

The name of the body constituted in this document shall be the Faculty of Armstrong State College.

ARTICLE II. MEMBERSHIP

A. The voting membership of the Faculty of the college shall consist of the President, the Deans, the Registrar, the Comptroller, other personnel designated by the President as holding Faculty status, and full-time faculty members, including Librarians, holding appointments in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor.

B. The President, the Dean of the College, or the Faculty by vote may designate persons not included in the foregoing paragraph who shall have the privilege of attendance and discussion at faculty meetings, but not the privilege of voting.

ARTICLE III. OFFICERS

A. The President shall be the presiding officer of the Faculty, and in his absence the Dean of the College shall preside.

B. A Secretary of the Faculty shall be appointed by the President of the College, and shall keep accurate records of all meetings and actions of the Faculty, and upon Faculty direction shall transmit in writing all motions passed, or actions taken, to the persons or bodies concerned. A copy of the minutes of each faculty meeting shall be sent within three days after the meeting through the President to the Chancellor.

C. The President shall annually appoint a Parliamentarian.

ARTICLE IV. DUTIES AND JURISDICTION

A. The Faculty may, by majority vote, make recommendations in all matters concerning curriculum, admission and graduation requirements of the college, and student affairs, and shall approve all candidates for degrees.

B. The Faculty shall consider any matter referred to it by the President, the Dean, the Executive Committee, or any member or members jointly of the Faculty.

C. Recommendations from the Faculty shall be presented to the President of the College who has power to veto any recommendation which he deems not in the best interests of the college. In the event of a veto, the Faculty may, by an affirmative vote of three-fourths of all those with faculty status, pass a resolution requesting the President to reconsider his veto and stating the reasons for the request.

ARTICLE V. MEETINGS AND PROCEDURE

A. The Faculty shall meet on the Tuesday following the first Monday of each month, October through May, unless the day is a holiday or conflicts with an extraordinary occasion, in which case the next Tuesday shall be designated as the date for meeting. Special meetings may be called by the President, the Dean of the College, the Executive Committee, or by petition of one-fourth of the Faculty, presented in writing to the Dean of the College, who will arrange for a meeting within three school days of receipt of the petition. Unless a matter requires action by the Faculty during the Summer Quarter, it will be deferred to the Fall Quarter session where the full Faculty may consider it.

B. Written notice shall be given to each faculty member reasonably in advance of any meeting. This notice shall contain, as far as practicable, the agenda for the meeting and such other information as may be desirable for advance study by the Faculty.

C. The order of business at each meeting shall be:

(1) Approval of the minutes of the last meeting.

(2) Reports of Committees.

(3) Unfinished business.

(4) New business.

(5) Announcements.

D. Normally new business intended for discussion by the Faculty at a regular meeting shall be presented in writing to the Executive Committee in advance of its regular meeting, but members of the Faculty shall have the right to present proposals from the floor any time new business is called for.

E. No meeting of the Faculty shall conduct any business unless a quorum is present. A majority of the Faculty, as defined by *Article II-Section A*, and under contractural employment during the current quarter, shall constitute a quorum.

F. Voting at all meetings of the Faculty shall be by voice, by show of hands, by rising vote, or by ballot, as decided by the presiding officer. It shall be in order, however, to move for a vote by ballot. Voting may not be done *in absentia* or by proxy. The majority of voting members present shall carry a motion, unless otherwise stated.

G. Except where otherwise provided in these *By-Laws*, *Robert's Rules of Order* shall be followed.

ARTICLE VI. COMMITTEES OF THE FACULTY

A. The Executive Committee

1. *Membership.* The Executive Committee of the Faculty shall consist

of the Dean of the College and six faculty members. The Faculty shall elect three members each year for two-year terms. No more than one member from any one department may serve at one time on the Committee, and Faculty members are not eligible to serve on the Committee during the first year of their employment at the college. Committee members are not eligible to succeed themselves within one academic year after a term of service.

At its March meeting the Dean of the College shall supply the Faculty with a list of those eligible for election. Each voting member of the Faculty shall then nominate by written ballot a number equivalent to the number of vacancies. The six persons receiving the highest number of votes cast shall be declared nominated. At the April meeting the Faculty shall vote by written ballot for three of the nominees. Candidates with a majority of votes will be seated immediately. If a runoff is necessary, the number of candidates having the lowest total number of votes shall be dropped from nomination, such that there will be no more than two nominees for each position not filled.

Unexpired terms shall be filled as soon as possible by a similar process of nomination and election, except that there shall be no more than two candidates per vacancy.

2. *Officers.* The Dean of the College shall be chairman of the Executive Committee. A vice-chairman shall be elected before the May meeting by the Committee members to preside in the absence of the Dean. A Secretary shall be appointed each year by the Committee.

3. *Meetings.* The Executive Committee shall hold monthly meetings on the Tuesday preceding the regular Faculty meetings. Special meetings of the Committee may be called by the Dean, the President, or a majority of the members of the Committee. A faculty member may make a request to the

chairman for a special meeting. Two-thirds of the membership of the Committee shall constitute a quorum. The Committee may invite anyone from the Faculty or the Administration to participate in discussions in which he has a particular concern.

4. *Functions.*

(a) The Executive Committee may receive or initiate any proposal to increase the effectiveness of the college and recommend to the Faculty action upon it.

(b) The Committee shall act for the Faculty on questions that need immediate decision between meetings of the Faculty and shall submit such action to the Faculty at the next regular meeting for approval.

(c) The Committee shall nominate the membership of standing and special committees for approval by the Faculty.

(d) A report of the Committee meeting shall be made by the Vice-Chairman at the next regularly scheduled faculty meeting following the meeting of the Committee.

(e) The Committee shall review annually the Statement of Purpose for the College and shall make appropriate recommendations to the Faculty concerning possible changes in the Statement of Purpose.

(f) The Committee shall recommend to the Faculty recognition of faculty organizations.

B. Other Standing Committees.

The following shall be the standing committees of the Faculty. They shall initiate recommendations and shall receive matters referred to them by the Faculty, the Executive Committee and Administrative Officers for study and recommendation. They shall consult with the responsible Administrative Officer before making recommendations in any area. They shall submit reports from the floor at regular faculty meetings and shall submit annual reports from the floor to the Faculty in May. Committee reports which include any recommended change in policy shall be circulated in writing to the Faculty in advance of the meeting at which the report is to be presented.

The Executive Committee will appoint a temporary chairman for each committee for which a chairman is not designated. The temporary chairman shall, within one week after all members of the committee have been elected, call the first meeting of the committee with the first order of business being the election of a permanent chairman.

1. *Admissions Committee,* which shall make recommendations to the Faculty concerning admissions policies. It shall also hear appeals addressed to the President from applicants who do not meet the minimum requirements for admission and shall recommend to the President appropriate action in these cases. The Committee's reports to the Faculty shall give special attention to exceptions to standing policies and regulations. It shall be composed of the Dean of the College, the Associate Dean, the Dean of Student Affairs, four teaching faculty members, and one student to be appointed by the Student Senate, the chairman to be selected by the Committee.

2. *Committee on Academic Standing,* which shall recommend to the Faculty policies concerning academic requirements, academic probation, and academic dismissal. The Committee shall also hear appeals addressed to the President and make recommendations to him concerning students who have been dismissed for academic reasons. The Committee's reports to the Faculty shall give special attention to exceptions to standing policies and regulations. It shall be composed of the Dean of the College, four teaching faculty members, and one student to be appointed by the Student Senate, the chairman to be selected by the Committee.

3. *Curriculum Committee,* which shall examine curriculum proposals presented to the Faculty, recommend changes and improvements, and perform any other functions concerning the curriculum which may be brought before it. It shall be composed of the Dean of the College; the Associate Dean (as Chairman); one faculty member from each department, the latter to include at least five department heads; and three students, with voting privileges to be appointed by the Student Senate.

4. *Library Committee,* which shall make recommendations to the Faculty concerning general library policy. It shall act in an advisory capacity to library personnel, and shall consist of both senior and junior faculty members, chosen for their demonstrated understanding of library problems and their willingness to take an interest in the collections beyond those pertaining to their departments. The Committee shall interpret problems and policies of the library to the Faculty and to the student body and shall make recommendations for the improvement of library service. It shall be composed of five teaching faculty members, one of whom shall be elected chairman, the Head Librarian, and two students to be appointed by the Student Senate.

5. *Committee on Financial Aid,* which shall make recommendations to the Faculty upon policies concerning financial aid to students. It shall be composed of four teaching faculty members, one of whom shall be elected chairman; the Director of Financial Aid; one student appointed by the Student Senate.

6. *Athletic Committee,* which shall make recommendations to the Faculty and/or to the President relative to general policies governing the intercollegiate athletic program, conduct a review of the annual budget for intercollegiate athletics, review eligibility of players quarterly, and review all intercollegiate athletic activities with regard to their compliance with NCAA and South Atlantic Conference regulations. It shall be composed of five teaching faculty members, one of whom shall be elected chairman, two students to be appointed by the Student Senate, and the Treasurer of the Student Government Association. Two

community representatives chosen by the Committee, the Dean of the College, the Dean of Student Affairs, the Comptroller, and the Director of Athletics shall serve as non-voting members of the Committee.

7. *Student Activities Committee,* which shall make recommendations to the faculty concerning policies relative to all student activities, including intramural athletics but excluding intercollegiate athletics, sponsored by the college. It shall be composed of five faculty members, a representative of the Student Affairs Office to be designated by the Dean of Student Affairs, and four students to be appointed by the Student Senate.

8. *Faculty Grievance Committee,* which shall make recommendations to the appropriate administrative officer concerning individual cases referred to it dealing with academic freedom, tenure, professional conduct, and other cases which arise from the interpretation or application of college policies and procedures. Cases will be referred to the Committee by the appropriate administrative official or by any faculty member in the form of a written brief, to which concerned parties will be given the opportunity to respond. The Committee may make its decision on the basis of the written brief and responses, or it may request additional information or it may conduct a formal hearing as it deems necessary. In all cases the individual's right to privacy will be protected. The Committee may decide that no grievance exists and no recommendation is called for. The Committee shall consist of five tenured full-time faculty members, one of whom shall be elected chairman, and two alternates. The Committee shall formulate a set of procedures for the handling of cases and submit these procedures to the faculty for its approval prior to their publication.

9. *College Appeals Committee,* which may be convened by the President to make recommendations to him concerning appeals growing out of administrative actions taken on the basis of recommendations formulated by the Honor Council, the Student Conduct Court or the Faculty Grievance Committee. The Committee will consider the appeal both on the merits of the case and on the correctness of procedures involved. All appeals must be presented in writing and the interested parties will be given an opportunity to present their views during a hearing. The Committee shall make a recommendation in each case referred to it. The Committee shall consist of five full-time faculty members, one of whom shall be elected chairman, and two alternates. A quorum shall consist of three members of the Committee. The Committee shall formulate a set of procedures for the hearing of appeals and submit these procedures to the faculty for approval prior to their publication.

10. *Faculty Welfare Committee,* which shall consider all suggestions for the improvement of the professional welfare of faculty members and shall make recommendations concerning such matters to the faculty or to the appropriate administrative officers. The Committee shall concern itself with policies rather than with individual cases. The Committee shall consist of five faculty members, one of whom shall be elected chairman.

11. *Student Conduct Committee,* which shall be responsible to the faculty for recommending policies relating to student conduct, for formulating or approving rules and enforcement procedures within the framework of present policies, and for recommending changes in the student conduct program. The Committee shall consist of five teaching faculty members, the Dean of Student Affairs, and four students, one representing each class. The student members shall be appointed by the Student Senate. A chairman, a vice-chairman, and a secretary shall be elected at the first meeting of the committee.

12. *Committee on Teacher Education,* which shall recommend to the Faculty policies concerning teacher education. It shall be composed of the Head of the Department of Education (as chairman), one other representative from the Department of Education, one representative from the Department of Psychology, five teaching faculty from other departments having responsibility for teacher education, one representative from the Armstrong State College Chapter of the Student National Education Association, and one representative from the public school system.

13. *Lecture and Concert Committee,* which shall plan and present lectures, concerts, and films for the college community. It shall be composed of three faculty members, with not more than one faculty member from any department, and four students appointed by the Student Senate (one from each of the four classes). The chairman will be elected by the Committee.

14. *Research Committee,* which shall make recommendations to the Faculty concerning policies relative to research activities, encourage research by both faculty and students, assist in the identification and procurement of funds to support research, provide technical assistance to scholars in developing and carrying out research projects, identify research proposals to be supported from local funds, and serve as a clearing house for college research activities by publishing periodic reports of such activities by faculty and students. The Committee shall be composed of five members chosen from all who have faculty status, one of whom shall be designated chairman. No more than one member from any one department may serve at one time on the Committee.

15. *Evaluation Committee,* which shall give technical assistance in the assessment of the job performance of faculty and administrative officers and report the results of such evaluations to the individual faculty members and administrative officers assessed and to those officials responsible for the evaluation process at the college. The Committee shall be responsible for the development, administration, and analysis of assessment procedures appropriate for this purpose. The membership shall consist of four teaching faculty members to be nominated by the Executive Committee and one student member appointed by the Student Senate.

C. Special Committees.

The Faculty will by majority vote to create such special committees as may be deemed necessary. The tenure of such committees shall be limited to one year.

D. Guidelines for Appointing Committees.

(1) Each appointment shall be for one academic year, beginning in September.

(2) Each committee should have at least one faculty member carry-over from the previous year and at least one new member.

(3) No faculty member should serve longer than three consecutive years on a committee.

(4) No faculty member should be required to serve as chairman of a committee longer than two consecutive years.

(5) Committee members should represent different academic areas.

(6) Where possible, no faculty member will be asked to serve on more than one committee.

E. (1) All faculty committees must be chaired by a full-time, voting member of the faculty.

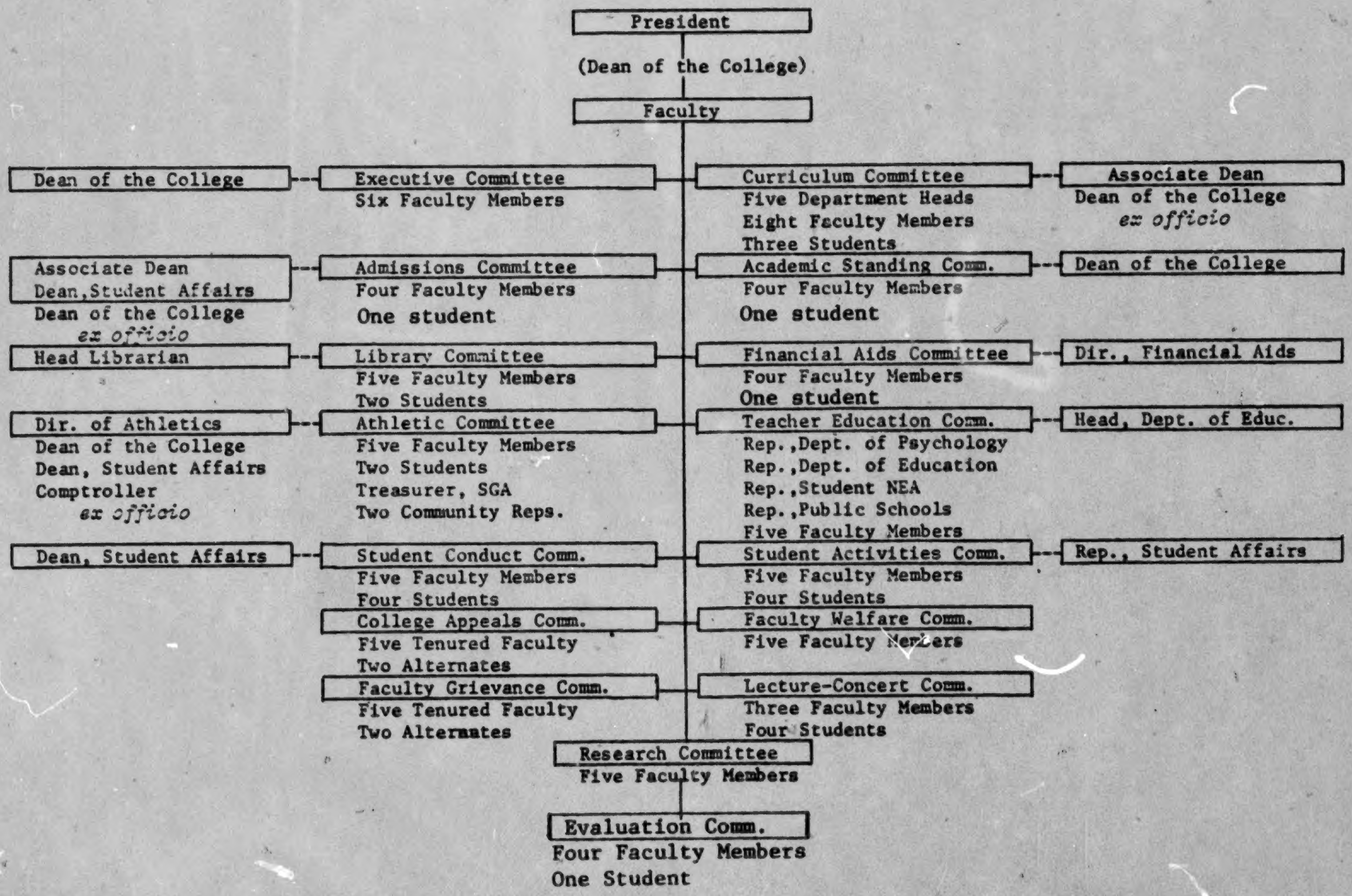
(2) Any official record or personal information which concerns college faculty, students, or employees and which is utilized by a committee in its deliberations must be held in confidence by committee members.

F. Any action taken by administrative officers contrary to committee recommendations will be reported in writing by the administrative officer concerned to the chairman of the appropriate committee.

ARTICLE VII. AMENDMENT OR REPEAL OF BY-LAWS

Motions for change or repeal of any by-law shall be presented in writing to all members at a regular meeting of the Faculty. The motion shall contain the exact wording of the amendment and an indication of its place in the *By-Laws*. The proposed amendment shall be voted on at the next regular faculty meeting and must carry by a three-fifths vote of the members present and voting, provided a quorum is present.

APPENDIX A. COMMITTEE ORGANIZATION


President
(Dean of the College)
Faculty
Dean of the College
Executive Committee
Six Faculty Members
Curriculum Committee
Five Department Heads
Eight Faculty Members
Three Students
Associate Dean
Dean of the College
ex officio
Associate Dean
Dean,Student Affairs
Dean of the College
ex officio
Admissions Committee
Four Faculty Members
One student
Academic Standing Comm.
Four Faculty Members
One student
Dean of the College
Head Librarian
Library Committee
Five Faculty Members
Two Students
Financial Aids Committee
Four Faculty Members
One student
Dir., Financial Aids
Dir. of Athletics
Dean of the College
Dean, Student Affairs
Comptroller
ex officio
Athletic Committee
Five Faculty Members
Two Students
Treasurer, SGA
Two Community Reps.
Teacher Education Comm.
Rep.,Dept. of Psychology
Rep.,Dept. of Education
Rep.,Student NEA
Rep.,Public Schools
Five Faculty Members
Head, Dept. of Educ.
Dean, Student Affairs
Student Conduct Comm.
Five Faculty Members
Four Students
Student Activities Comm.
Five Faculty Members
Four Students
Rep., Student Affairs
College Appeals Comm.
Five Tenured Faculty
Two Alternates
Faculty Welfare Comm.
Five Faculty Members
Faculty Grievance Comm.
Five Tenured Faculty
Two Alternates
Lecture-Concert Comm.
Three Faculty Members
Four Students
Research Committee
Five Faculty Members
Evaluation Comm.
Four Faculty Members
One Student

ARMSTRONG STATE COLLEGE

REGULATIONS

These regulations are subject to the policies and by-laws of the Board of Regents of the University System of Georgia. Any provision of these regulations which may be in conflict with Board of Regents policies shall be null and void and of no effect whatsoever.

September, 1975

REGULATIONS

The following information is supplementary to material included in the Armstrong State College Faculty *Statutes* and *By-Laws* and in the Armstrong State College *Bulletin*.

SELECTION OF NEW FACULTY MEMBERS:

The Department Head has the responsibility for the initial screening and recruitment of new faculty members within the department. He works closely with the Dean of the College in this matter. Candidates for faculty positions are invited to the campus for interviews, at which time they meet the members of the department, the Comptroller, the Associate Dean, the Dean, and the President. After interviews are completed, the Department Head solicts reactions concerning the candidate's qualifications from his departmental faculty before making his specific recommendation for employment to the Dean. The Dean of the College, after consultation with the Associate Dean and the President, offers in writing employment to the individual selected, subject to approval by the Board of Regents. When the individual accepts this offer, approval of his employment by the Board of Regents is requested by the President through the Chancellor.

EMPLOYMENT OF PART-TIME FACULTY:

The procedure for the employment of part-time faculty is similar to that used for the employment of full-time faculty. The employment of part-time instructors is recommended by the appropriate department head, approved by the Dean of the College and the President, and by the Board of Regents of the University System. Part-time instructors are reappointed on a yearly basis. Their salaries are negotiated on the basis of the number of credit hours they are employed to teach and/or the amount of time they are expected to give their duties at the college. Part-time instructors do not have faculty voting rights.

SELECTION OF DEPARTMENT HEADS:

The policy of the Board of Regents (Section I-3, I-4) is followed in the recruitment and selection of Department Heads. When the position of Department Head becomes vacant, the President notifies the Chancellor concerning the vacancy and consults with him during the process of filling the position. The Dean of the College has the responsibility for the initial screening of candidates for the position of Department Head. When prospective candidates are identified, the senior member of the department serves as liaison between the departmental faculty and the Dean in evaluating these individuals. At least three candidates are interviewed for the position. The members of the departmental faculty are given access to each candidate's resume and academic transcripts and meet with the candidates individually and as a group. The candidate also meets with the Comptroller, the Associate Dean, the Dean of the College, and the President. After completion of the interviews, the senior member of the department transmits to the Dean written reactions to each candidate from departmental faculty members and discusses those reactions with the Dean. After giving due consideration to departmental reactions, the Dean transmits his recommendation to the President in writing, outlining the qualifications of all those considered for the position and giving the reasons for his specific recommendation. After obtaining approval from the Chancellor, the President authorizes the Dean to offer employment to the individual selected subject to final approval by the Board of Regents. When the individual accepts this offer, the President recommends to the Board of Regents through the Chancellor approval of the appointment.

A candidate for the position of Department Head must:

(a) hold the earned Doctorate in his area of academic competency, except in those professional areas where less than an earned Doctorate is generally considered to be a terminal degree;

(b) have a minimum of four years of demonstrably successful teaching experience;

(c) have shown potential administrative ability as indicated by local or off-campus recommendations;

(d) have demonstrated academic leadership ability and have exhibited the ability to work well with people;

(e) have exhibited distinction in research, publications, participation in professional organizations and/or other related professional activities.

SELECTION OF THE DEAN OF THE COLLEGE:

The policy of the Board of Regents (Sections I-3, I-4) is followed in the recruitment and selection of the Dean of the College. When the position of Dean of the College becomes vacant, the President, in consultation with the Chancellor, initiates the process of recruitment and selection of an individual to fill that position. After the initial screening process is completed, at least five candidates are interviewed for the position. Each candidate meets on campus with the President, Department Heads (who have been given the candidate's resume) and with other administrative officials. Following the completion of all interviews, the President solicits the reactions of Department Heads to the candidates. After giving due consideration to these reactions and after consultation with the Chancellor, the President offers in writing employment to the individual selected. When the individual accepts the offer, the President requests approval of his employment by the Board of Regents through the Chancellor.

EQUAL EMPLOYMENT AND EQUAL OPPORTUNITY:

It is the policy of the University System and its member institutions to provide equal opportunity for all students, employees, and applicants for employment, regardless of race, religion, national origin, age, or sex. Armstrong State College takes positive action in an effort to identify, to recruit, and to employ qualified women and members of minority groups. Subsequent promotions and salary increases are based solely on the quality of performance of the individual in his position. Periodic reviews by administrators and by faculty committees are conducted to insure that the equal employment and equal opportunity objectives of the institution are receiving adequate attention and emphasis. Each academic department head is required to prepare annually a projection of new positions and/or vacancies for a three-year period, including affirmative action objectives for his department. In the establishment of recruitment pools, in the selection of candidates to be interviewed for a position, and in the final offer of employment, each department head must follow guidelines designed to insure that notice of the availability of the position has reached as wide a range of qualified individuals as possible and that the best qualified applicant is offered the position.

FACULTY PROMOTIONS:

Recommendations for promotions in academic rank are identified by the appropriate Department Head. These recommendations are made to the Dean of the College who discusses them with the Associate Dean and the Department Head. If he approves a recommendation for promotion, he transmits this recommendation, with his endorsement, to the President of the College. If the President approves the recommendation, he submits the recommendation to the Board of Regents of the University System for final approval. A general statement of the criteria on which promotions are based appears in the "Statutes" section of this *Handbook*.

The following guidelines are utilized in determining the eligibility of an individual for promotion:

Promotion to *Professor*

Minimum of:

1. 12 years total teaching and/or related experience.
2. 5 years at the rank of Associate Professor.
3. Terminal degree (doctorate) in academic area of specialization, with exceptions made only if lack of degree is balanced by some clearly demonstrable special distinctions.

Promotion to *Associate Professor*

Minimum of:

1. 8 years total teaching and/or related experience.
2. 5 years at the rank of Assistant Professor (with at least 2 of these years with the terminal degree).
3. Terminal degree (doctorate) in academic area of specialization, with exceptions made only if lack of degree is balanced by some clearly demonstrable special distinctions.

Promotion to *Assistant Professor*

Minimum of:

1. 4 years total teaching and/or related experience.
2. 2 years at the rank of Instructor.
3. Master's degree minimum, with exception made only if lack of degree is balanced by some clearly demonstrable special distinctions.

A committee of senior professors consisting of five members may be appointed by the Executive Committee each year as a Committee on Promotions to advise the Dean of the College on the following: (a) exceptions to be made involving items 3 in each category; (b) priorities for promotions if more individuals are recommended in the various categories than can reasonably be promoted in one year: (c) any overall exceptions to the general rules governing promotions. The Committee is strictly advisory in nature, with current evaluation and recommending procedures followed.

AWARD OF TENURE:

Recommendations for the award of tenure are initiated by the appropriate

Department Head in consultation with the Dean of the College who transmits these recommendations to the President for his approval. If he approves, then he requests through the Chancellor approval for the award of tenure by the Board of Regents. When such approval has been granted, he gives official notice of the award of tenure, stating the effective date, in letters to the individuals involved. A statement of policy on the award of tenure appears in the "Statutes" section of this *Handbook*.

FACULTY RESPONSIBILITIES UPON TERMINATION OF CONTRACT:

Federal law requires that any faculty member who terminates his employment with the college or whose employment is terminated for any cause be interviewed by a designated college official. These interviews are conducted by an administrative official in the Business Office.

The faculty member who leaves employment with the college is required to return keys and other institutional property to the Head of the department in which he has been employed. He is also required to leave with the Department Head his grade books, attendance records, and any other materials which might later be relevant should there be a student appeal concerning grades, etc.

CONFIDENTIALITY OF FACULTY RECORDS:

1. Faculty personnel records are maintained in the Office of the Dean of the College. These records include papers related to the faculty member's initial employment, transcripts of his academic record, his employment record, evaluations of his performance, and relevant correspondence.

2. Any material with reference to possible disciplinary action affecting the faculty member is placed in a sealed envelope marked "CONFIDENTIAL - TO BE OPENED ONLY BY THE DEAN OF THE COLLEGE OR THE PRESIDENT."

3. Only the President, the Dean of the College, or the Secretary to the Dean have physical access to the records of faculty members.

4. Faculty records are not permitted to be taken from the Office of the Dean of the College. Copies of faculty records in part or in whole are made only if expressly authorized by the President or the Dean of the College or at the request of an individual faculty member (his own record).

5. The faculty member has access to his complete file upon request.

6. Only the Dean of the College or the President may authorize the release of information from faculty records. A faculty member may request that information from his record be released.

7. No information from faculty records is released in response to general inquiry except verification of the faculty member's employment (either past or present) at the college.

8. Statistical information from faculty records may be released to an appropriate individual or governmental agency without identification of specific faculty members.

9. Any examination of faculty personnel records authorized by the President or the Dean of the College must be made in the presence of the Dean of the College or his designated representative.

TEACHING LOAD:

The normal teaching load of a faculty member of the University System of Georgia ordinarily shall be fifteen hours per week. The normal teaching load at Armstrong State College shall include classes taught in the day or evening sessions and/or classes taught in off-campus centers.

FACULTY EVALUATION CRITERIA:

All pay raises at Armstrong State College will be merit raises based on stated evidence of performance. In the consideration of pay raises and promotions for faculty members, the following will be included in reaching a decision.

1. TEACHING EFFECTIVENESS will be the most important single factor and must be documented. Each Department Head shall have the responsibility of advising his faculty of the elements to be used in that documentation.

2. OTHER FACTORS:

   a. Activities directed toward increased teaching and professional competence will be considered, such as continued graduate education leading to advanced degrees (of prime importance), original contributions to, and attendance at, professional meetings, seminars and colloquia, etc.

b. Contributions to the academic community via cooperation with the Community Service Programs of the college, departmental projects, faculty committees, working with students or faculty on extra-curricular activities, etc.

c. Involvement and participation in the community-at-large through civic organizations, charitable projects, talks to civic groups, and cultural or artistic contributions, etc.

d. Any other pertinent factors which are considered important and which can be documented.

FACULTY EVALUATION PROCEDURES:

A faculty committee has developed an instrument for student evaluation of instruction. This instrument is used by the committee for an annual evaluation of instruction on the campus. Each faculty member receives the results of the evaluation that are related to his teaching. The Department Head personally evaluates each member of his departmental faculty annually. This evaluation, in written form, is discussed with the faculty member, who signs a statement acknowledging that he has seen his written evaluation. Some departments make use of peer and self evaluations as part of the total evaluative process.

The Department Head presents the total evaluation of each of the members of his departmental faculty to the Dean of the College annually. The Dean and the Department Head discuss each evaluation and its recommendations concerning promotions and salary increases,before transmitting it to the President.

The annual written evaluation becomes a part of the faculty member's official record at the college. Any faculty member who wishes to have inserted in his official record a written response to his evaluation may do so upon request made to the Dean of the College.

EVALUATION OF ADMINISTRATION:

A faculty committee has developed and administers an instrument of evaluation of the work of department heads, the Dean of the College, and the President. Each faculty member is encouraged to participate fully in this evaluative process.

REDUCTION OF FACULTY - FINANCIAL EXIGENCY:

The following guidelines for reduction of faculty will be followed, if such reductions should ever become necessary because of financial conditions at the college:

(a) The President, after consultation with the Executive Committee of the Faculty, will determine departmental priorities before any reductions in faculty are made. These priorities will be established in accord with the total needs of the college.

(b) The first terminations within a department shall be made among non-tenured faculty. The President will consult with the Dean of the College and the appropriate Department Head before making such terminations.

(c) Should if become necessary to terminate tenured faculty, seniority and the particular needs of the department involved will be the guiding principles.

SALARIES:

Salary checks are issued on the twenty-fifth day of each month and are delivered to the departmental offices. Part-time faculty are paid at mid-quarter and at the end of the quarter when grades for that quarter have been submitted to the Office of the Registrar. Faculty members under contract for the academic year receive one-twelfth of their contracted salary each month September-May and receive the remaining three-twelfths in June when grades are submitted to the Office of the Registrar. Summer salary checks are issued at the end of the quarter when grades are submitted to the Office of the Registrar. The summer salary rate is ten percent of the academic year salary for each five quarter hour course taught.

The following policies also relate to salaries:

(a) Changes shall not be made during a fiscal year in the salaries set up for positions listed in the budgets of the various institutions of the University System. Presidents of the institutions shall incorporate their recommendations for salary increases for positions in their annual budgets, provided that such increases are within previously established regulations of the Board and the institution concerned. Salary increases shall be based only upon merit and shall not be automatic.

(b) Research and Saturday classes will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

(c) No consideration shall be given to salary supplements that may be paid from foundations or other sources in order that salary supplements will be over and above the regular salary paid with state funds. A supplemental budget shall be prepared to include supplements to be paid from foundations or other sources. The salary to be paid from state funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each faculty or staff member receiving a salary supplement shall be advised that he is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the President of the institution.

(d) The institutions of the University System are authorized to accept governmental contracts, grants from the National Science Foundation, and other grants by foundations or individuals. These grants are usually made to the institutions for the use of specified scientists who are above 60 years of age. Such individuals shall not be considered as regular members of the respective faculties and shall not participate in retirement or fringe benefits from the institution or the Board of Regents. The institutions are authorized to budget the funds received through grants described above in the regular procedure.

POLICY ON GRATUITIES:

A member of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from persons, corporations, or associations that, directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process, or undertaking.

SALARY DEDUCTIONS:

The following deductions are made from each pay check: (1) Federal Income Tax; (2) State Income Tax; (3) Social Security Tax; (4) Retirement - All eligible employees who are employed on a half-time or more basis are required to be members of the Teacher's Retirement program and make contributions to this program as a condition of their employment. The member's contribution is six percent of the total salary earned. Complete information about the retirement program is available in the *Handbook of information*, published by the Teacher's Retirement System of Georgia; (5) Life and Health Insurance - The college provides all regular employees who work at least twenty hours per week life insurance and health insurance at no cost to the individual. The amount of life insurance ranges from $4,000.00 to $15,000.00 based on the salary earned by the individual. Anyone earning $7,000.00 or more is entitled to $15,000.00 in life insurance. Supplemental life insurance is available to the employee (at his own expense) earning $8,000.00 or more. The health insurance plan is comprehensive in nature. Life and health insurance is also available for dependents with the college making no contribution toward payment of premiums. Complete information on benefits is available in a pamphlet provided by the Office of the Comptroller; (6) Optional Annuities - The college is permitted by law to reduce the salary of an individual on request for the purchase of an annuity.

EXTRA COMPENSATION:

Saturday classes, off-campus classes, and research will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load. Extra compensation may be paid, however, when all four of the following conditions exist:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to carry the work as part of his normal load.
3. The work produces sufficient income to be self-supporting.
4. The additional duties must not be so heavy as to interfere with the performance of regular duties.

Full-time administrative staff(from the Department Head level up)and service-budgeted faculty members are not eligible for extra compensation for service activities which are a part of their regular duties and responsibilities. Non-teaching faculty may receive extra compensation if the work is done during a time other than, but in addition to, the normal hours of employment, usually 8:15 A.M. - 5:00 P.M.

Eligible faculty may receive extra compensation to the extent of fifty (50) hours per quarter, but not to exceed one hundred (100) hours per fiscal year. All time for which faculty receive extra compensation is chargeable against this limitation while the faculty member is under contract. Academic year faculty are considered to be under contract from the period 1 September to 30 June. Employment for summer teaching for purposes of this policy, extends the contract period through 31 August.

Advance approval to pay extra compensation to faculty must be obtained by written request. The form to be used in securing such approval must be signed by the faculty member involved, the Department Head, the Dean of the College, and the President.

RATE OF PAY - NON-CREDIT COURSES:

The hourly rate of pay for teaching a non-credit course shall be negotiated between the Office of College and Community Services and the appropriate faculty member. The number of hours to be charged against the quarterly and annual limit on extra compensation shall be computed by dividing the total amount of the compensation paid to the instructor by the maximum rate of pay allowed to a faculty member of his academic rank.

TRAVEL EXPENSES - OFF-CAMPUS TEACHING:

Reimbursement for travel expenses incurred in teaching at the Ft. Stewart Center shall be at the rate of 12¢ per mile. The college, however, will provide support for only one automobile per night per class period. The instructors assigned to a particular class period should decide among themselves who shall drive (and thus file for mileage) or may share the driving (and reimbursement of travel expenses) as they prefer.

SECRETARIES AND STUDENT ASSISTANTS:

Student assistants are assigned to the various departments, under the supervision of the Department Head. Secretarial help is available to the faculty through the departmental offices.

TRAVEL REGULATIONS:

All travel must be authorized in writing by the Department Head, the Dean of the College, and the President. A "request-for-travel" form is provided for this purpose. This form must be filed one week prior to the date of travel. Travel expense statements must be submitted to the Comptroller's Office within seven days of return to the college. Common carrier ticket stubs must be attached to the travel expense statement as well as receipt for lodging expenses, registration fees, and meals which exceed reasonable costs. Travel may be authorized without or with partial reimbursement of expenses.

The following general regulations regarding travel of University System employees on official business have been adopted by the Board of Regents:

Transportation:

1. Reimbursement for transportation within the State may be for use of personally owned vehicles or by common carrier. Transportation outside of the State will be by common carrier unless specific authorization is received prior to the

trip for the use of personally owned vehicle. It is expected that such authorization will be granted only under conditions where travel by common carrier would be more expensive or less advantageous to the University System. Reimbursement will not be made for payments for transportation other than mileage for use of a personally owned, rented or leased vehicle, or travel by recognized common carrier; payments to friends or other individuals cannot be allowed. Transportation costs between an employee's place of residence and his official headquarters cannot be reimbursed.

2. Reimbursement for transportation within the State by personally owned, rented or leased vehicles will be at the rate per mile approved by the Budget Bureau for the actual mileage traveled in the performance of official duties. This mileage will be computed by the most direct route from the point of departure to the destination. The initial point of departure shall be considered as the employee's residence or official headquarters whichever may be nearer the destination point. Actual speedometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. The authorized mileage rate is to include all expenses incurred in the operation of a personal vehicle, including reimbursement for such items as parking, bridge and road tolls.

3. Transportation by common carrier will be by scheduled plane, rail, or bus. Reimbursement will be made on the presentment of a ticket stub, receipt, or other documentary evidence of expenditure. Travel by scheduled airline will be by minimum fare service whenever practicable.

4. Limousine service, taxi, or trolley fares may be reimbursed when actually incurred in connection with common carrier transportation to and from railroad, plane, or bus terminals, or meeting places, if necessary. It is expected that limousine service will be utilized when available and when arrival or departure is during daylight hours. Although receipts are not required for such items of transportation, a point-to-point explanation will be given for each item reimbursed.

Subsistence:

Subsistence (meals and lodging) within the county of an employee's official headquarters or place of residence or within a twenty mile radius of employee's official headquarters or place of residence, is not allowable. An employee taking annual or sick leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

1. Lodging - Reimbursement will be made for lodging expense incurred in a hotel or motel on the presentation of a "paid" copy of the bill. Adequate accommodations should be obtained; however, it is expected that reservations will be made in advance, whenever practical, that minimum rate accommodations available will be utilized and that "deluxe" hotels and motels not providing commercial rates will be avoided (maximum reimbursement - $30.00 per night). When a room is shared with others, reimbursement will be made on a pro rata share of the total cost. An employee on travel status, if accompanied by

husband or wife who is not an employee on travel status, would be entitled to reimbursement at single room rate. Lodging expense cannot be paid other than for overnight accommodations.

2. Meals - Reimbursement will be made for the actual cost of meals within reasonable limitations (maximum reimbursement - $12.00 per day). Charges in excess of a reasonable rate shall carry an explanation of the conditions justifying the charge. Requests for reimbursement shall be limited to the cost of meals for the individual employee in a travel status. Costs for meals which logically could be taken before departure or after return from travel status will not be allowed. Lunch expense will not be allowed when absence from official headquarters does not exceed three hours.

Miscellaneous Expenses:

1. Registration fees required for participation in conventions or conferences which an employee is authorized to attend will be reimbursed when supported by a "paid" receipt. Reimbursement cannot be made for optional assessments or fees, or personal memberships. Any part of a registration fee applicable to meals shall be reported as meal expense and not as registration fee.

2. Expenses for official telephone and telegraph messages which must be paid for by the traveler are allowable. Reimbursement claims shall indicate the location from which made, the person contacted, and justification for the communication.

3. Expenditures for entertainment, laundry, gratuities, valet service and other similar personal expenses cannot be reimbursed.

IDENTIFICATION CARDS:

Identification cards are made available for faculty. These cards are required for admission to certain facilities and events at the college.

LENGTH OF CLASS PERIOD:

Most classes are scheduled to start on the half hour, beginning at 8:30 A.M. and run for fifty minutes. Evening classes meet twice weekly on Monday and Wednesday or on Tuesday and Thursday from 6:00 - 8:10 P.M. and from 8:20 - 10:30 P.M. Summer classes are scheduled for a full hour, beginning at 8:30 A.M., with a ten-minute break between each class. Evening classes in the summer meet twice weekly on Monday and Wednesday or Tuesday and Thursday from 6:00 - 9:00 P.M. Off-campus class schedules vary.

FACULTY ABSENCE FROM CLASS:

Whenever a faculty member anticipates missing a class for any reason, the absence must be cleared with the Department Head, who will make arrangements for the class being missed. When absence is caused by illness, the Department Head must be notified. In the event the Department Head cannot be notified of an absence caused by illness, the faculty member must notify the Dean of the College.

FACULTY OFFICE HOURS:

Each faculty member is expected to maintain a schedule of office hours each week. This schedule will be posted on the door to his office. He should be available to students by appointment who cannot see him during scheduled office hours. A copy of his schedule of classes and office hours will be given to the Office of the Dean of the College and to the Switchboard Operator.

PUBLICITY:

General publicity of the college is handled through the Office of the Director of Public Information. Any faculty member who has a newsworthy item relating to the college should bring that item to the attention of that office. The Director of Public Information issues a weekly request to each faculty member for material which may have news value for the college.

ADVISORS TO CLUBS AND ORGANIZATIONS:

Faculty members are often asked by student clubs and organizations to serve as advisors. The acceptance of such duties is encouraged, but is voluntary on the part of the faculty member.

FINANCIAL DEALINGS WITH STUDENTS:

Faculty members are to avoid all financial dealings with students. Books, materials, and all supplies for class use, if not provided by the college, should be ordered through the bookstore and purchased there by the student.

GIFTS FROM STUDENTS:

Students, individually and in groups, should be discouraged from giving presents to faculty members.

ADVISING STUDENTS:

Each faculty member is expected to assist with the academic counseling program at Armstrong State College. The Head of the Department in which a student is majoring is responsible for the academic advisement of that student. The Department Head may delegate that responsibility to a member of his departmental faculty. The advisement procedure is under the general direction of the Dean of the College, working through the Department Heads.

REGISTRATION:

All staff members are expected to accept assignment to registration duties. The Department Head makes these assignments. Most registration activities are located in the Gymnasium.

GRADING AND STUDENT CLASS ATTENDANCE:

Consult the latest college bulletin for regulations governing class attendance, grading, class load of students, etc. Students who miss class while officially representing the college will be excused from class. These students are responsible for arranging with individual instructors to make up any work that they might have missed.

EXAMINATIONS:

Final examinations are two hours in length. Any student who is scheduled for three examinations in one day may change the date of one examination of his choice. He must present a request in writing to the instructor involved. If one of the three examinations is a laboratory examination, his choice will be limited to the two non-laboratory examinations. Physical education and

Most laboratory examinations are given at the last regularly scheduled class period prior to the day the regular examinations are scheduled. An examination schedule is published by the Office of the Dean of the College.

Examinations must be given only at the stated times and held in the regularly scheduled classrooms. Seniors in their last quarter of attendance may be exempted from final examinations at their request and with the approval of the instructor involved. If graduating seniors do take examinations, these examinations will be administered no later than the Reading Day of the appropriate quarter.

READING DAYS:

One reading day is scheduled quarterly immediately prior to the beginning of the examination period, unless the last class day falls on a Friday. Class activities which require student attendance may not be scheduled on Reading Days.

REPORTING GRADES:

Each instructor is required to post mid-term grades for those students who have earned *D*'s or *F*'s at that point during the quarter. A mid-term grade report is filed with the Office of the Registrar in duplicate.

The Registrar posts each quarter all final grades at a central location. Class rolls and grade report forms are provided by the Office of the Registrar. The cooperation of each faculty member is requested in the filing of all grades with the Registrar by the deadline specified each quarter.

The Registrar mails directly to the student a copy of his grade report for the preceding quarter.

GRADE CHANGES:

Any grade change requires the signature of the instructor and the approval of the Department Head and the Dean of the College. The form used for processing a grade change also requires the instructor's written statement of the reason for the change of grade.

FACULTY RESPONSIBILITY TO THE HONOR CODE:

The Honor Code is published in the College Bulletin and in the Student Handbook. Academic dishonesty of any kind (giving or receiving unauthorized help on any assignment, test, or paper) is considered a violation of the Honor Code. At the beginning of each quarter it shall be the responsibility of each teacher to make clear what shall be considered unauthorized help in his course. Specific honor system procedures are outlined in the College Bulletin and the Student Handbook.

SMOKING:

Neither teachers nor students may smoke in classrooms, laboratories, or studios at any time. Secretaries may not smoke in offices at any time. Smoking is prohibited at all official academic gatherings.

USE OF COLLEGE FACILITIES:

A master calendar is maintained by the Coordinator of Facilities in the Office of the Dean for College and Community Services. Scheduling of all college facilities must be cleared through this office.

ACADEMIC PROGRAM:

The academic program is administered by the Dean of the College. The normal procedure for the approval of curricular changes-alteration of existing courses or programs and additions of new courses or programs-involves departmental action which is presented to the Curriculum Committee for a recommendation to the Faculty, which then recommends to the President changes in curriculum. The implementation of a new program requires the approval of the Board of Regents of the University System of Georgia.

CORE CURRICULUM:

The Core Curriculum of the University System of Georgia was established for the general purpose of aiding and facilitating the educational progress of students as they pursue baccalaureate degrees within and among the units of the University System. It represents an effort to deal effectively with increasing curricular problems of students which result from increased enrollment at institutions of higher education, increased number and percentage of students enrolled in junior colleges, increased mobility of student population, increased number and complexity of major fields or studies offered by senior units, and increased problems related to transfer of credit among units of the University System.

The Core Curriculum provides for (1) ninety quarter credit hours of which sixty are in general education and thirty in a major area of study, (2) the assurance of acceptance of transfer of the Core Curriculum or a fractional part thereof toward a baccalaureate degree, and (3) the preservation of the maximum possible amount of institutional autonomy.

For areas of study within the Core Curriculum and Armstrong Core Requirements, please see the current college *Bulletin*.

THE COLLEGE CALENDAR:

The College Calendar is arranged by the Dean of the College in cooperation with administrative department heads. The calendar for the current session is published in the college *Bulletin*.

THE COLLEGE BULLETIN:

Material for the college *Bulletin* is prepared by the academic and administrative department heads. The *Bulletin* is edited by the Dean of the College, who also supervises its publication.

SCHEDULING OF CLASSES:

Both annual and quarterly schedules of classes are prepared. Under the supervision of the Dean of the College, academic department heads are responsible for the scheduling of classes. Departmental schedules are submitted to the Office of the Dean of the College and to the Office of the Registrar. The Registrar supervises the publication of both an annual and a quarterly schedule of classes.

An instructor may not change the scheduled time or place of meeting for a class without prior approval of the Department Head and the Dean of the College.

OFFICES FOR TEACHERS:

Each teacher is assigned office space by the Dean of the College in consultation with the appropriate academic department head.

PRINTING:

Mimeograph service is available to faculty in the Office of the Supervisor of Mail. When submitting work, the following should be observed:

1. A minimum of twenty-four hours is required for completion of all duplicating work.

2. Test materials must be delivered to the Office of the Supervisor of Mail. Test materials should not be delivered by students.

3. Requisition forms (for mimeograph and gestefax) are available in the offices of Department Heads.

A State Printing Shop is located in the Maintenance Building. Special printing projects may be completed through this facility by prior arrangement in the Comptroller's Office.

Xerox machines are located in the Computer Center Office in Science Hall (for use of departments on the South side of the campus)and in the office of the Department of Business Administration in Gamble Hall (for use of departments on the North side of the campus). Copies made for personal use will carry a charge of ten cents per copy.

MAIL SERVICE:

Campus and off-campus mail pertaining to college business may be deposited in the departmental offices. Mail is also delivered to departmental offices.

BOOKSTORE AND TEXTBOOK POLICIES:

The following policies relate to procedures for use of the college bookstore:

Book Requisitions:

The Department Head is responsible for the preparation of book requisition lists for his department. A deadline date for submission of book requisition lists will be set each quarter by the bookstore manager. The dates will be determined on the basis of the time needed in order to insure delivery of books in time for class use at the beginning of a given quarter.

The book requisition list will clearly indicate those titles whose purchase will be suggested but not required of students. The book requisition list will include an estimate of the number of texts needed for each class if different tests are used for various sections of the same course.

In order to facilitate reordering and delivery of additional texts if needed, the Department Head will give to the bookstore manager no later than three days after the beginning of the quarter the enrollment in each section in which there are book shortages.

Supplementary Texts:

The Department Head will approve the ordering of all supplementary texts. Supplementary texts should be ordered prior to the beginning of the quarter, but may be ordered up to two weeks after the beginning of the quarter. College policy does not allow individual instructors to order books for or to sell books to students.

Changes in Adopted Texts:

Texts adopted for class use will normally be retained for at least two years. If a Department Head determines that a change in text is necessary before the end of a two-year period, he will present a request for approval of the change of text to the Dean of the College. His request will include a statement of the reason for the change of text and the number of currently adopted textbooks on inventory in the bookstore (to be furnished by the bookstore manager on request). The bookstore manager should receive notification of an anticipated change in text at least two quarters before the change is to be effected.

Desk Copies:

The instructor should order desk copies of texts directly from the publisher. If he has not received them at the beginning of the quarter, the Department Head may authorize in writing an individual instructor's being given desk copies of texts by the bookstore. When the instructor receives desk copies from the publishers, he will give them to the departmental secretary to be returned to the bookstore. If, by the end of the quarter, desk copies given to an instructor have not been replaced in the bookstore, the instructor will be required to pay the bookstore for the texts he has been given.

TELEPHONE SERVICE:

1. Extension phones are located in-departmental offices.
2. Campus calls may be made by dialing the extension listed in the college directory.
3. Local calls may be made by dialing 9 and the desired local number.
4. All long distance calls must be placed through the PBX operator. Department Heads must authorize all long distance calls made by members of their departments.
5. For fire and other emergency calls, dial the PBX operator.
6. Long distance calls of a personal nature must not be charged to the college. Calls of this nature may be charged to the caller's home telephone number.

FOOD SERVICE:

A cafeteria, located in Memorial College Center, serves sandwiches and meals to students and faculty. A faculty dining room is located in the same building. This room is occasionally reserved for college functions. Private dining rooms are available for use by student groups or other organizations by reservation. Arrangements should be made through the Director of Student Activities. Snacks and soft drinks are available in machines located in the Student Services Building.

PARKING FACILITIES AND REGULATIONS:

Reserved parking spaces are provided for the faculty and administrative staff. Illegal parking is subject to fines ranging from two dollars ($2.00) to eight dollars ($8.00). Non-payment of a fine results in an added penalty charge. Payment of fines is made to the Supervisor of Buildings and Grounds in the Maintenance Building. Faculty members and other employees of the college must register their vehicles at the same office and must display parking decals on their vehicles. Campus speed limits are posted. Parking traffic citations may be appealed to the Traffic Committee. Appeal forms are available in the Office of Student Affairs.

BUS SERVICE:

A commercial bus line serves the campus. In addition, a shuttle bus service is operated by Armstrong State College and Savannah State College to provide free transportation for faculty and students between the campuses of the two institutions.

COLLEGE PUBLICATIONS:

Students at the college publish *The Inkwell*, a newspaper, and *The Geechee*, a yearbook. A Publications Board supervises student publications at the college. Its membership includes students, faculty members, and administrators. *The Student Handbook* is published annually and contains detailed information about the college for students. The *Handbook* is given to each student upon his entering the college. *The College Bulletin* is published annually under the supervision of the Dean of the College. Supplements to the *Bulletin* are published periodically in the form of brochures designed to publicize new or special programs and/or to present to the public a better picture of college life at Armstrong. Policies and procedures for the use of the Library appear in *The Library Handbook*. *The Geechee Gazette* is a newsletter for alumni published under the supervision of the Alumni Secretary. *The Maroon and Gold*, an in-house newsletter, is issued on a regular basis by the Office of Public Information. The Athletic Department publishes annually material concerning teams participating in intercollegiate competition.

AAUP AND AAUW:

There is a local chapter of the American Association of University Professors on the campus. The AAUP was founded in 1915 by a group of distinguished scholars to advance the ideals and the standards of the academic profession. Vigorous in the defense of academic standards and in the promotion of faculty welfare, the Association has come to be recognized as the authoratative voice of the profession.

The American Association of University Women has a local chapter in Savannah. Membership is open to faculty women who are graduates of a college approved by the organization.

CULTURAL AND RECREATIONAL OPPORTUNITIES:

The Department of Fine Arts sponsors an occasional art exhibit and a yearly series of recitals. The Armstrong drama group, the *Masquers*, presents a full-length play each quarter and occasionally one-act plays. The group also sponsors an Armstrong Summer Theatre, presenting a series of plays in repertory. Lectures are scheduled each year which bring well-known speakers to the campus. The college sponsors a yearly film series. The city of Savannah offers a variety of cultural attractions, including art exhibits at Telfair Academy, performances by the Savannah Symphony, productions by the Little Theatre group, appearances by touring musical and dramatic groups, etc.

Sports events include intercollegiate competition in golf, track, baseball, and basketball. All physical education facilities (swimming pool, handball courts, tennis courts, track areas, weight lifting room, gymnasium) may be used by faculty at any time they are not being used by the Department of Physical Education or the Athletic Department, with the exception of the swimming pool, which may be used during free swim time only. At all times, the faculty and their guests must adhere to the rules and regulations governing the use of these facilities. Faculty members are welcome to participate in any phase of the intramural program. Faculty teams are regularly organized to compete in various sports.

The Student Government Association sponsors a series of pop concerts by nationally known artists each year and a series of dances at which faculty members are welcome. Faculty participation in some of the activities may require payment of admission.

STUDENT RECORDS:

The Office of the Registrar provides a master roster of all students enrolled at the college, on which are listed special data, including high school grade point averages, SAT score, etc. Copies of student permanent records are furnished to advisors. Student records may be examined by members of the faculty on approval of the Dean of the College when a written request is presented to the Office of the Registrar.

STUDENT COUNSELING AND FINANCIAL AID SERVICES:

The Office of Student Affairs operates a student counseling service with trained counselors. Testing and consultation with regard to educational and vocational goals are offered as well as aid in developing study skills. A referral service is provided to those students who need help with emotional and social problems. An Office of Veterans Affairs provides specific assistance to those students who have served in the armed forces of the United States. The Office of Student Affairs also administers the financial aid program. Students desiring financial assistance should be referred to the Director of Financial Aid.

ACADEMIC SKILLS LABORATORY:

The college provides a program of compensatory education for those students who do not meet admission requirements or who find themselves in academic difficulty with their college work because of gaps in their training. A student in the latter category may refer himself to the Laboratory or faculty members may refer him to the Laboratory for assistance in English, Mathematics, and Reading.

HEALTH SERVICES:

The college maintains a campus infirmary with a registered nurse on duty from 8:15 A.M. to 5:00 P.M. daily. Any student who becomes ill or is involved in an accident should report to the infirmary. The nurse may be called to the classroom in an emergency. The instructor is responsible for notifying the nurse of any illness or accident in his classroom. The complete records of all students with handicaps or other health problems are kept on file in the infirmary. The nurse notifies instructors each quarter of the presence of any of these students in their classes. Additionally, the Department of Dental Hygiene offers dental cleaning services by appointment at no charge. Certain immunizations are available through the infirmary at minimal cost. Faculty may take advantage of any of the health services offered by the college.

EMERGENCY PROCEDURES:

The following procedures should be used in reporting an illness, accident, or any other emergency: 1) From 8:00 A.M. to 5:00 P.M., dial the PBX operator (0) and report the problem. The Security Officer or other appropriate official will be notified and the responsible official will report to the scene; 2) From 5:00 P.M. to 8:00 P.M., dial 214 and report the incident; the responsible official will be notified and will report to the scene; 3) At all other times, dial 227 (Security Officer) and report the incident. Pending arrival of the responsible official, the faculty member should attempt to maintain order, to prevent the gathering of crowds, and to insure that the ill or injured individual is not moved and is kept as comfortable as possible.

EXPENDITURE AND COMMITTMENT OF COLLEGE FUNDS:

Department Heads must approve all requisitions for departmental purchases. All requisitions are submitted to the Office of the Comptroller which issues a purchase order after following procedures outlined by the Board of Regents of the University System. Only the Comptroller has the authority to commit college funds.

ARMSTRONG COLLEGE COMMISSION:

The Armstrong College Commission makes available to the college income from certain limited endowment funds. The President of the college may award grants to faculty members (with the approval of the Commission) for assistance in projects that will directly benefit the college. Applications for these grants are made in writing to the President.

REVIEW PROCEDURE--STUDENT COMPLAINTS ABOUT GRADES:

A student who charges that he has been graded unfairly in a course will have the following line of appeal:

1. The student will discuss his/her complaint with the instructor involved.
2. The Department Head will meet with the student and the instructor in an attempt to resolve the difficulty. A "memorandum for the record" will be prepared which will include the substance of the conversations during the meeting.
3. If the difficulty remains unresolved, a departmental review board will be appointed by the Department Head to hear the student's appeal.
    a. There will be three members of this board, including the Department Head, who will serve as chairman.
    b. The instructor involved will not be a member of the board.
    c. In small departments, the membership of the board may come from outside the department.
    d. If the charge of unfair grading is made against a Department Head, the Dean of the College will chair the review board and will appoint its membership.
    e. The review board will hear statements from both the student and the instructor involved and will examine documents that are

pertinent to the matter under review.

f. A record will be kept of the review board's proceedings.

g. The findings of the review board will be reported to the Dean of the College or the President, along with a recommendation.

4. The President will make the final on-campus ruling on the matter.
5. The student will have the right of appeal beyond the President to the Board of Regents.

The majority of compaints about grades should be resolved no later than step two in the process outlined above.

LIBRARY REGULATIONS:

Books may be borrowed by members of the faculty for an indefinite length of time. All books, however, are subject to recall if needed, and all books must be returned at the end of the spring quarter for inventory. Bound periodicals are not permitted to leave the Library. No fines are charged to faculty members except for damage to books and materials or loss of same.

Unbound periodicals of a current nature are loaned to faculty members for a two-day loan period. The latest issue of any periodical is not permitted to leave the Library, regardless of subject content. Faculty are expected to observe the one-week loan period for recordings and tapes. The Library will make requests for interlibrary loans for faculty members in accordance with the "American Library Association Code for Interlibrary Loans."

Lists of books placed on reserve should be given the Library at least five days before class assignments are made. Reserve book forms are available at the circulation desk. Members of the faculty are urged to notify the Library whenever special assignments in periodicals or reference books have been made or when a reserve book will be heavily used.

Each year book funds are allocated to departments to enable them to request purchase of current materials in their respective fields. There is also a general library fund for the purchase of reference and research materials, back-orders, standing orders, and replacements.

Faculty members wishing to order books in their fields should contact the Heads of their departments for procedure since it varies slightly among departments. Order cards to be used when submitting requests are available in the Library. When a book is ready for circulation, a slip showing the catalog entry number is sent to the faculty member who requested it.

Copiers are available in the Library. There is a charge of ten cents per page. A Recordak Microfilm Reader-Printer is available, and a charge of fifteen cents per print is made. The Library also has a Microcard and a Microfiche Reader.

GUEST SPEAKERS:

Although the college encourages meetings, programs, and activities by all college approved groups, it does have a responsibility to insure that public law and order will be maintained and that Policies of the Board of Regents will be observed. There is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of the speech, purpose of assembly, or probable consequences of such meeting of speech, or to the issuance of invitations to outside speakers. Because it does have the responsibility to insure that public law and order will be maintained, and that the educational activities of the college will not be interrupted in a disruptive way, the college reserves the right to know of outside guests who appear on a program on the campus and to determine any special arrangements or accommodations which might be required.

Therefore, the issuance of invitations to outside speakers to use the facilities of the campus to speak to campus groups shall be accomplished within the following manner:

1. A request to invite an outside speaker will be considered only when made by a college recognized student or faculty group, such organization having been authorized by the President of the college upon the recommendation of the proper committee or authority.
2. No invitation by such organized groups shall be issued to an outside speaker without prior written concurrence by the President or the Dean of Student Affairs.
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker, not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience, and the topic of the speech. Any request not acted upon by the President or the Dean of Student Affairs within four working days after submission shall be deemed granted.
4. When the request for an outside speaker is granted, and the speaker accepts the invitation, the sponsoring organization shall inform the President or the Dean of Student Affairs in writing immediately of such acceptance.
5. In the invitation to, or the advertisement of or announcement of, guest speakers, it should be made clear to the academic and larger community that sponsorship does not necessarily imply approval or endorsement, either by the sponsoring group or by Armstrong State College.

   The approval of the use of institutional facilities by the college does not necessarily imply that the college or the Board of Regents of the University System of Georgia approve or are in any way in agreement with any of the avocations, policies, or proposals espoused therein.
6. When he considers it to be in the best interest of the college, the President or the Dean of Student Affairs may require that the meeting be closed to all persons other than the faculty, staff, or students of Armstrong State College.
7. It shall be the responsibility of the sponsoring group to make the proper reservation through the master calendar service in the Office of College and Community Services for the use on a particular date of any facility when an outside speaker is involved. The President or the Dean of Student Affairs, when he considers it in the best interest of the college, may require that the meeting be held in a specifically designated part of the campus. Normally, this would be the area west of the Library and south of the Student Center, such area having been designated for this by the President of the college upon the recommendation of the faculty and the student government.
8. When the request for an outside speaker is denied, any sponsoring organization thereby aggrieved shall, upon written application to the President or the Dean of Student Affairs, obtain a hearing within two days of the filing of such an appeal. The Hearing Committee shall consist of the Student Activities Committee, augmented by the Dean of the College and the President of the Student Body.

Any sponsoring organization aggrieved by the action of the Hearing Committee shall follow the appeals provisions as outlined in the Policies of the Board of Regents of the University System of Georgia.

It is policy of the college that the freedom of speech and of assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students and faculty of Armstrong State College as respects the opportunity to hear off-campus speakers or outside speakers on the campus. It is not the policy of the college to curtail free discussion of subjects of either controversial or non-controversial nature. The above regulations are set forth to protect the college, the students and the faculty, and to insure the basic freedoms of speech and assembly.

SPACE FOR ASSEMBLIES, RALLIES, ETC.:

The area west of the Library and south of Memorial College Center is designated as that part of the campus which can be used for assemblies, rallies, etc., so that classes will not be disturbed when such activities are in progress.

ON-CAMPUS USE OF ALCOHOL AND DRUGS:

The use of alcohol and non-prescription drugs on campus by a faculty member is prohibited.

USE OF STATE PROPERTY:

Property owned by Armstrong State College shall be used only for instructional purposes. No employee in the University System shall remove or permit to be removed from the campus any such property on a rental or a loan basis or for his personal use. Equipment can be removed from the campus by faculty, staff, or students only if it is to be used for an official college function. This policy refers not only to equipment purchased by state funds but also to that purchased by SGA (student activity) funds. Department Heads are responsible for equipment within their departments.

COURT DUTY:

The following regulations apply to those who are called for jury duty. Individuals on fiscal year contracts may take vacation time for jury service, retaining their salary as well as payment for their services on the jury. Otherwise, they have the following option, which is open to individuals employed on academic year contracts: they may retain payment made for jury service and lose their salaries for the period of the service *or* they may deposit payment for jury service with the college and retain their salary for the period of service.

Leave with pay will be granted the individual who is called as a witness in a court case, provided he presents to his immediate supervisor a copy of official orders from the appropriate court.

BUILDING SECURITY:

If a faculty member is going to be in any of the buildings on campus later than midnight, he should notify the Security Guard that he will be present and indicate the identity of the building. He should also let the Security Guard know when he is leaving the building. While the use of facilities after normal working hours is encouraged, every precaution against damage to these facilities and loss of equipment must be taken. If the Security Guard is not made aware of the faculty member's presence in a building after midnight, he will check for identification and request the reason for the individual's presence.

POLICIES OF THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA:

Each faculty member is encouraged to become familiar with the contents of *THE POLICIES OF THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA.* This document governs the operation of all units within the University System. A copy is available in Lane Library.

FACULTY STATEMENT OF PRINCIPLES:

The primary responsibility of a faculty member is the advancement of knowledge through teaching and research. The faculty member is, therefore, committed to the development and improvement of scholarly competence in himself and his students. His ultimate obligation is to his academic discipline and to society in seeking and stating the truth as he perceives it.

As a teacher, the faculty member encourages the free pursuit of learning in each student. The teacher exemplifies to students the highest standards of scholarship and integrity and encourages student adherence to such standards. Recognizing the individual worth of every student, the teacher respects the confidential nature of the student-teacher relationship and makes every effort to insure that any evaluation reflects the true merit of the students. Although he may have subsidiary interests, these interests never hamper or compromise his responsibility to his students.

As a colleague, the faculty member respects the ideas and opinions of his associate faculty members and shows professional objectivity in judging other faculty members. He recognizes the individuality of faculty members and guards their right to personal and professional privacy.

As a member of the institution, each faculty member observes its stated regulations and upholds the tradition of faculty self-governance through criticism and revision of institutional regulations. To increase the effectiveness of the institution, he seeks responsibilities pertaining to its governance. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for the institution. Both as a faculty member and as a community member, his actions reflect his special obligation to maintaining conditions of free inquiry within the academic society and within society at large.

(Endorsed by the Faculty on June 2, 1975.)

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